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ABSTRACT

Instructions are presented for conducting a physical facilities inventory for institutions of higher education in Oregon. In addition, information is presented regarding--(1) specifications, codes and definitions, (2) inventory revisions, (3) annual reports, (4) space inventory correspondences, and (5) exhibits. Sample forms are included. (FS)

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OREGON STATE SYSTEM OF HIGHER EDUCATION

Physical Facilities Inventory Manual

Revised July 1969

EF 004 160

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OREGON STATE SYSTEM OF HIGHER EDUCATION

200.000 PHYSICAL FACILITIES INVENTORY INSTRUCTIONS

200.010 General Instructions

The inventory of physical facilities at each institution of the Oregon State System of Higher Education will be maintained in accordance with the instructions contained in this manual. Any changes in the instructions will be made in writing either by the Office of Facilities Planning, Eugene, or by the Office of the Comptroller, Corvallis.

Include space inventory data for all buildings including educational and general buildings, health services, student unions, athletic department facilities, dormitories, dormitory dining facilities, and off-campus branch experiment station buildings. The annual report will include these buildings if the data are supplied as a part of the inventory records. Buildings to be inventoried include those owned by the State of Oregon, both permanent and temporary, and buildings leased for the use of the institutions of the Oregon State System of Higher Education or related agencies. Space in temporary buildings such as quonset huts or surplus woodframe buildings and other similar structures should be included. Exclude temporary instructional space in unfinished areas of buildings inasmuch as the space is not usable until it is finished.

It is strongly recommended that some procedure for the control of changes in spaces, whether made by the physical plant staff or through contracting to private firms, reassignments, conversions, and other changes, be established at each institution. Many colleges and universities in the United States, including Oregon State University, have developed rather elaborate procedures for the control of changes. It may be beneficial for the space analyst or other institutional representative to contact Oregon State University directly in order to obtain an outline of the control system there prior to the time that one is established at the other institution. To reiterate, such a control system is an absolute necessity!

Changes and/or corrections to the space inventory should be reported as soon as they occur in order to allow for necessary auditing and handling in the Comptroller's office prior to the time that the data can be processed by electronic data processing equipment. Under no condition should changes be allowed to accumulate for periods exceeding 30 days.

200.020 Measurement of Spaces

Accurate measurements of all spaces will be taken and reported to the Office of the Comptroller in Corvallis on the form described in Section 201.000. Square footage only will be incorporated in the inventory; cubic footage of spaces will not be reported. However, the height of each space may be measured and the cubic footage computed and retained by the institution if desired.

200.030 Blueprints or Floor Plans

Scale drawings are to be obtained for each floor of every building required to be inventoried as mentioned in Section 200.020. The plan for each floor should be on a separate page. The plans should be scaled so that they can be readily used on the desk of persons concerned with space analysis, assignment of space, planning, maintenance, etc. The space numbers should be indicated on the plans exactly as they are reported in the inventory records. The institution should secure or prepare at least three copies of the plans or blueprints for each building on their campus. One copy of the plans or blueprints for each building inventoried should be forwarded to the Office of the Comptroller and one copy to the Office of Facilities Planning.

Blueprints for new construction are not acceptable as a basis for determining measurements until each space has been measured and confirmed for complete accuracy. Blueprint dimensions often differ substantially from the actual space measurements due to inaccuracies, changes in plans during construction, subsequent remodeling, etc.

If changes in square foot areas are made that significantly alter previously submitted floor plans, a revised floor plan or scale drawing of the area or areas altered must accompany the Form CO-386 on which the data for the change are reported. In the case of major alterations, a copy of the revised floor plan must be forwarded to the Office of Facilities Planning also.

200.040 Area Definitions

The following definitions will be used in reporting information and data regarding area for the space inventory.

200.041 Gross Area

The gross floor area is the sum of the areas within the principal outside faces of the exterior walls at each floor level neglecting architectural setbacks and projections. Include all stories or areas that have floor surfaces with clear standing head room (6'6" minimum), regardless of their use. Include mezzanines, balconies and other intermediate floors only to the extent of their actual floor area. Do not include unenclosed areas. Include only the walled and floored area of floored attics and basements that have the minimum (6'6") headroom. Transformer vaults, ventilation rooms, chemical storage spaces which are attached to a building or located on the roof should be reported as space within the building.

Round all area calculations to the nearest square foot.

200.042 Nonusable Area

Nonusable area includes all exterior wall areas, interior partitions, pipe spaces and chases, vertical plenums, dead spaces, etc. Vertical pipe chases which have access at each floor, with some manner of floor provided (frequently metal grating) are to be included in the net usable area as nonassignable mechanical rooms.

200.043 Net Usable Area

The net usable area is the square foot area in the interior of a building, excluding structural elements such as walls, columns, shafts, partitions, etc., based upon measurements taken at or near floor level. The net usable area of a space or building is the sum of all measureable floor areas with a headroom of 6'6" or more. This includes every room, restroom, corridor, stairway, closet, etc., within a building. It does not include pipe spaces, tunnels, duct areas, unwalled and/or unfloored attic or basement areas. To be included in the floor area of a room are alcoves, built-in cabinets, shelving, etc., that open into and serve the room. Do not deduct the area for door swings.

200.044 Nonassignable Area

Nonassignable area includes stairs, halls, elevators, restrooms, janitor rooms, mechanical rooms, etc.

200.045 Net Assignable Area

Net assignable area is the floor area of a room, floor or building, assignable to an operating department (exclusive of physical plant maintenance and building operation space). The net assignable area of a room is measured from the inside walls at or near the floor level. If there are slight projections or offsets of less than 12 inches, the distance between main walls should be used. Areas containing a fraction of a foot should be rounded off to the nearest foot. This area represents the actual space housing a program in a room or building.

The following schedule reflects the relationships between the different areas:

Gross Area = 100% of the building

Gross Area - Nonusable Area = Net Usable area

Net Usable Area - Nonassignable Area = Net Assignable Area

200.050 Unused (Inactive) Spaces

If a space currently on inventory is removed from use due to remodeling or any other reason for a period which will exceed 90 days, it should be reclassified as "inactive" until it is returned to active status.

201.000 REPORTING DOCUMENT, FORM CO-386

201.010 General Instructions

The reporting document, Form CO-386, is to be used in reporting all deletions, new additions, and changes to existing records in the inventory. A supply of the forms will be sent to each institution during the conversion period. Additional supplies of the forms may be secured by contacting the Comptroller's Office in Corvallis, and specifying the quantity of forms to be sent.

201.020 Preparation of Reporting Document

The reporting document has been designed to follow the same arrangement as the annual report forms. Under the columnar headings will be found a series of numbers. They represent the card columns, and are there principally for the use of the key punch operators. The reporting document is to be completed in accordance with the instructions and coding requirements as set forth in the following section of this manual.

202.000 SPECIFICATIONS, CODES, AND DEFINITIONS

202.010 Institution Number

Two digits have been provided for the institution number. This number has been assigned by the Comptroller's Office in Corvallis for all accounting reports and functions and similarly is to be used when reporting inventory data. Following is a list of the assigned numbers:

10	Eastern Oregon College
18	Oregon Technical Institute
20	Oregon College of Education
28	Division of Continuing Education
30	Oregon State University
40	Southern Oregon College
50	University of Oregon
60	University of Oregon Dental School
70	University of Oregon Medical School
90	Portland State University

202.020 Building Number

Five digits are provided for recording the building number and the condition of the building. They will be entered as follows:

202.021 Building Number Assignment

Building numbers are assigned by the Comptroller's Office in Corvallis. As of July 1st of each year, a tabulation of all buildings at each institution is produced (Building Valuation Schedule). One copy of this schedule will be made available to the space analyst at each institution some time in August of each year. The number and name of each building as recorded on this schedule must be used in identifying the building on the Space Inventory.

Also shown on the Building Valuation Schedule is the gross square foot area of the building. If this gross square foot area is found to differ from the corresponding area reported in the inventory, the correct gross area of the building should be reported to the Comptroller's Office.

202.022 Reporting for Building Condition

If a building is of a temporary nature, i.e., its use is necessary due to insufficient space in permanent buildings and the institution has a definite plan to raze the structure within 5 years, or if the building has been condemned for occupancy by the State Fire Marshal or his authorized agent, this should be indicated as such with a "T" in the space directly following the building number on Form CO-386. If a building has become obsolete for the purpose for which it is being used and will be converted to another function or discontinued from service within 8 years or if a major rehabilitation project requiring capital outlay appropriation is contemplated for the building within 8 years, it may be indicated as such with an "O" in the space directly following the building number. Finally, if a building is substandard for the purpose for which it is being used, and it is estimated by the institution that the building will be discontinued from service within 12 to 15 years, it may be coded with an "S".

If the building is not owned by the State of Oregon but is leased by and for the use of the State, an "L" must be added in the space directly following the building number on Form CO-386.

202.030 Numbering of Spaces

Nine digits are provided for the space number. From left to right, the first digit indicates spaces that are located in a wing. If the space is not in a wing, this code will be left blank. The second digit indicates spaces that are circulation areas. Unnumbered hallways or corridors will be numbered in the same order (direction) that rooms are numbered in the building. Such spaces will be numbered consecutively; that is, H00001, H00002, H00003, etc., for the basement; H00104, H00105, etc., for the first floor; H00206, H00207, etc., for the second floor, etc., continuing up for each floor level until all building hallways or corridors have been numbered. Stairways, lobbies, elevators and vestibules will be numbered in the same manner as halls, using the prefixes "S", "L", "E", or "V", respectively. The next five digits will indicate the actual space (room) number. The eighth digit will indicate a space or room within a room or area not accessible from a main circulation area such as a hall, lobby, etc. Such a space will be designated as A, B, C, D, etc. The ninth digit will be used to indicate a sub-sub-basement, Code R, a sub-basement, Code S, or a mezzanine floor, Code M. This code will be left blank if not applicable.

This system was changed effective August 10, 1967, to coincide with the revised Form CO-386 which now provides for the expanded space numbering system. This was done to allow the space number to accommodate 99 floors in one building and 999 rooms on each floor.

202.040 Prorating of Spaces

If an area that has been assigned one space number is designed (Type of Space), used (Principal Use) or occupied (Department Occupying) for two or more types, uses or occupancies, the area of the space may be prorated in any or all of the categories affected. A space that is prorated will be listed on Form CO-386 on two or more lines. All prorated spaces bearing the same space number will be identified in the column headed "Prorate" with digits 1 through 9 progressively for each space that is prorated. There must be two or more spaces listed consecutively with the same space number for a prorated space. Unless the division exceeds 20%, spaces need not be prorated for the type of space or department occupying this space. For principal use, the institution may find it desirable and necessary to prorate where the division is less than 20%.

202.050 Type of Space

Type of space is identified by an abbreviated name and three code fields, which are used in the following manner:

field 1 identifies a space by the three position code (Section 202.051) which represents its prime type.

field 2 is used when it is necessary to identify a related service area space with the space to which it is related. Otherwise this field is left blank. The same three position code which identified the prime space to which the service area relates will be placed in field 1 and the code which identifies the related service area is placed in field 2.

field 3 is used to identify a space which is being used other than as intended and which will, in the future, be converted to its intended use (type). The three position code which identifies its intended type will be placed in field 3. If the space is being used as intended, this field is left blank.

202.051 Type of Space Codes (In Code Sequence)

Multiple Contact

010	Classroom	CLASSRM
015	Seminar Room	SEMNARRM
020	Gymnasium	GYM
030	Swimming Pool	SWIMPOOL
070	Choral Room	CHORALRM

Laboratories

110	Class Laboratory	CLASSLAB
120	Special Class Laboratory	SPECLAB
130	Individual Study Laboratory	INDLAB
150	Non-Class Laboratory	NONCLAB

Multiple Contact Other

210	Armory	ARMORY
220	Conference Room	CONFERRM
230	Student Practice Room	STUPRCRM
240	Auditorium or Theater	AUDITORM

Offices

310	Administrative Office	ADMOFF
320	Faculty Office	FACOFF
325	Office-Laboratory	OFFLAB
330	Staff Office	STFOFF
350	Graduate Student Study-Office	GRDSTOFF

Libraries and Museums

410	Reading Room	READINRM
411	Study	STUDY
412	Group Study Room	GRPSTDY
413	Listening Room	LISTENRM

Libraries and Museums (Cont.)

414	Studio, Audio-Visual	AVSTUDIO
430	Books	BOOKS
431	Non-Book Materials	NONBOOKS
440	Service Desk Areas	SERVDESK
441	Card Catalogue Areas	CARDCAT
450	Display-Exhibition Room	DISPLYRM

Residential and Miscellaneous

505	Residence	RESDENCE
507	Manager-House Mother	MGRHDRES
508	Student Counselor	COUNSELR
510	Sleeping-Study Room	SLPSTYRM
512	Guest Room	GUESTRM
515	Dining Room	DININGRM
520	Game-Social Room	GAMESLRM
525	Parking	PARKING
530	Studio, Radio-TV	STUDIO
535	Radio-TV Transmitter or Station	RADTVTRN
540	Miscellaneous	MISC
545	Physical Plant	PHYPLANT
550	Inactive	INACTIVE
555	Agricultural Field Activities	FILDBLDG
560	Ballroom	BALLRM
565	Book Store	BOOKSTOR
570	Barber Shop	BARBRSHP
573	Bowling Alley	BOWLALLY
575	Cafeteria	CAFETRA
577	Snack Bar	SNACKBAR
580	Greenhouse	GREENHSE

Residential and Miscellaneous (Cont.)

585	Printing Press	PRNTPRES
590	Warehouse	WAREHOSE

Medical-Dental

605	Intensive Care Room	INTCARRM
610	Patient Room	PATINTRM
615	Speech, Hearing, Reading Room	SPEECHRM
620	Treatment Room	TRTMNTRM
625	Observation Room	OBSERVRM
630	Examining Room	EXAMINRM
635	Surgical Monitoring Room	SURGMONT
637	Surgical Scrub Room	SURSCRUB
640	Operating Room	OPERATRM
645	Surgery Gallery	SURGYGLY
647	Anesthesia Induction	ANESTHEA
650	Dispensary Room	DISPENSY
660	Morgue/Embalming Room	MORGEMBL
670	Nurses Station	NURSESTA
675	Nurses Work Room	NURSWKRM
680	Resident Intern Work Room	RESINTWR
690	X-Ray Room	XRAYRM
691	Hospital Utility Room	HOSPUTIL
692	Therapy Room	THERPYRM

Service Areas

701	Activity Room	ACTIVTRM
703	Animal Quarters	ANIMALQT
705	Balance Room	BALANCRM
707	Bandage Room	BANDAGRM

Service Areas (Cont.)

709	Bath Room	BATHRM
711	Checkroom	CHECKRM
713	Closet	CLOSET
715	Concession Area	CONCESAR
717	Data Processing Machine Room	DPMACHRM
719	Dishwashing Room	DISHWASH
721	Drafting Room	DRAFTRM
723	Dressing Room	DRESSRM
725	Duplicating Room	DUPLICRM
727	Entryway	ENTRYWAY
728	Environmental Control Room	ENVIRCTL
729	Equipment Repair-Service	EQPTREPR
731	File Room	FILERM
733	Food Preparation Room	FOODPREP
734	Food Service Room	FOODSERV
735	Instrument-Equipment	INSTEQPT
737	Interview Room	INTRVWRM
739	Issue Room	ISSUERM
741	Kitchen-Kitchenette	KITCHEN
742	Laundry Room	LAUNDRY
743	Linen Room	LINENRM
744	Lounge	LOUNGE
745	Locker Room	LOCKERRM
747	Mail Room	MAILRM
749	Photo Dark Room	PHOTODRK
751	Preparation Room	PREPRM
753	Projection Booth	PROJCBTH

Service Areas (Cont.)

755	Receiving Room	RECEIVRM
757	Refrigeration Room	REFRIGRM
759	Rest Room	RESTRM
761	Shop	SHOP
763	Shower Room	SHOWERRM
765	Spectator Area	SPECTATR
766	Sterilizing Room	STERILRM
767	Storage-Stockroom	STORSTOC
771	Ticket Sales Booth	TICKSALE
773	Training Room	TRAINRM
774	Trash-Garbage Room	TRASHRM
775	Vault	VAULT
779	Wash Room	WASHRM
781	Waiting-Reception Room	WATRECRM
783	Work Room	WORKRM
800	Reserved for Future Expansion	

Building Services

901	Elevator	ELEVATOR
902	Hall or Corridor	HALL
903	Lobby	LOBBY
904	Stairs	STAIRS
905	Vistibule	VESTIBUL
920	Delivery	DELIVERY
940	Mechanical-Electrical Equipment	MECHELEC
950	Janitorial	JANITOR
970	Tool Room	TOOLRM

202.052 Type of Space Codes (In Alphabetic Sequence)

701	Activity Room	ACTIVTRM
310	Administrative Office	ADMOFF
555	Agricultural Field Activities	FLDBLDG
647	Anesthesia Induction	ANESTHEA
703	Animal Quarters	ANIMALQT
210	Armory	ARMORY
240	Auditorium or Theater	AUDITORM
705	Balance Room	BALANCRM
560	Ballroom	BALLRM
707	Bandage Room	BANDAGRM
570	Barber Shop	BARBRSHP
709	Bath Room	BATHRM
565	Book Store	BOOKSTOR
430	Books	BOOKS
573	Bowling Alley	BOWLALLY
575	Cafeteria	CAFETRA
441	Card Catalogue Areas	CARDCAT
711	Checkroom	CHECKRM
070	Choral Room	CHORALRM
110	Class Laboratory	CLASSLAB
010	Classroom	CLASSRM
713	Closet	CLOSET
715	Concession Area	CONCESAR
220	Conference Room	CONFERRM
717	Data Processing Machine Room	DPMACHRM
920	Delivery	DELIVERY
515	Dining Room	DININGRM
719	Dishwashing Room	DISHWASH
650	Dispensary Room	DISPENSY
450	Display-Exhibition Room	DISPLYRM
721	Drafting Room	DRAFTRM
723	Dressing Room	DRESSRM
725	Duplicating Room	DUPLICRM
940	Electrical-Mechanical Equipment	MECHELEC
901	Elevator	ELEVATOR
660	Embalming/Morgue Room	MORGEMBL
727	Entryway	ENTRYWAY
728	Environmental Control Room	ENVIRCTL
729	Equipment Repair-Service	EQPTREPR
735	Equipment Instrument	INSTEQPT
630	Examining Room	EXAMINRM
450	Exhibition-Display Room	DISPLYRM
320	Faculty Office	FACOFF
731	File Room	FILERM
733	Food Preparation Room	FOODPREP
734	Food Service Room	FOODSERV
520	Game-Social Room	GAMESLRM
350	Graduate Student Study-Office	GRADSTOFF
580	Greenhouse	GREENHSE

412	Group Study Room	GRPSTDY
512	Guest Room	GUESTRM
020	Gymnasium	GYM
902	Hall or Corridor	HALL
691	Hospital Utility Room	HOSPUTIL
550	Inactive	INACTIVE
130	Individual Study Laboratory	INDLAB
735	Instrument-Equipment	INSTEQPT
605	Intensive Care Room	INTCARRM
737	Interview Room	INTRVWRM
739	Issue Room	ISSUERM
950	Janitorial	JANITOR
741	Kitchen-Kitchenette	KITCHEN
110	Laboratory, Class	CLASSLAB
130	Laboratory, Individual Study	INDLAB
150	Laboratory, Non-Class	NONCLAB
120	Laboratory, Special Class	SPECLAB
742	Laundry Room	LAUNDRY
743	Linen Room	LINENRM
413	Listening Room	LISTENRM
903	Lobby	LOBBY
745	Locker Room	LOCKERRM
744	Lounge	LOUNGE
747	Mail Room	MAILRM
507	Manager-House Mother	MGRHDRES
940	Mechanical-Electrical Equipment	MECHELEC
540	Miscellaneous	MISC
660	Morgue/Embalming Room	MORGEMBL
431	Non-Book Materials	NONBOOKS
150	Non-Class Laboratory	NONCLAB
670	Nurses Station	NURSESTA
675	Nurses Work Room	NURSWKRM
625	Observation Room	OBSERVRM
325	Office-Laboratory	OFFLAB
640	Operating Room	OPERATRM
525	Parking	PARKING
610	Patient Room	PATINTRM
749	Photo Dark Room	PHOTODRK
545	Physical Plant	PHYPLANT
751	Preparation Room	PREPRM
585	Printing Press	PRNTPRES
753	Projection Booth	PROJCBTH

535	Radio-TV Transmitter or Station	RADTVTRN
410	Reading Room	READINRM
755	Receiving Room	RECEIVRM
781	Reception-Waiting Room	WATRECRM
757	Refrigeration Room	REFRIGRM
505	Residences	RESDENCE
759	Rest Room	RESTRM
015	Seminar Room	SEMNARRM
440	Service Desk Areas	SERVDESK
761	Shop	SHOP
763	Shower Room	SHOWERRM
510	Sleeping-Study Room	SLPSTYRM
577	Snack Bar	SNACKBAR
520	Social-Game Room	GAMESLRM
120	Special Class Laboratory	SPECLAB
765	Spectator Area	SPECTATR
615	Speech, Hearing, Reading Room	SPEECHRM
330	Staff Office	STFOFF
904	Stairs	STAIRS
766	Sterilizing Room	STERILRM
767	Storage-Stockroom	STORSTOC
508	Student Counselor	COUNSELR
230	Student Practice Room	STUPRCRM
414	Studio, Audio-Visual	AVSTUDIO
530	Studio, Radio-TV	STUDIO
411	Study	STUDY
510	Study-Sleeping Room	SLPSTYRM
645	Surgery Gallery	SURGYGLY
635	Surgical Monitoring Room	SURGMONT
637	Surgical Scrub Room	SURSCRUB
030	Swimming Pool	SWIMPOOL
240	Theater or Auditorium	AUDITORM
692	Therapy Room	THERPYRM
771	Ticket Sales Booth	TICKSALE
970	Tool Room	TOOLRM
773	Training Room	TRAINRM
774	Trash-Garbage Room	TRASHRM
620	Treatment Room	TRTMNTRM
775	Vault	VAULT
905	Vestibule	VESTIBUL
781	Waiting-Reception Room	WATRECRM
590	Warehouse	WAREHOSE
779	Wash Room	WASHRM
783	Work Room	WORKRM
690	X-Ray Room	XRAYRM

202.053 Type of Space Definitions

MULTIPLE CONTACT

Any space used for class meetings which is subject to regular assignment by the Registrar, exclusive of laboratories.

010 Classroom (CLASSRM)

Definition: Any space used for class meetings which does not require special purpose equipment and is subject to regular assignment by the Registrar.

Description: Included in this category are rooms generally referred to as lecture rooms, lecture-demonstration rooms, and general purpose classrooms, which are equipped with tablet arm chairs (fixed to the floor, joined together in groups, or flexible arrangement), tables and chairs, or similar types of seating. Also included is an auditorium or theatre if its principal use is for scheduled class meetings and if the space is so equipped that the usage is not limited to one function or rendered unsuitable for use by classes in other areas of study.

Limitations: This category does NOT include conference rooms(220), seminar rooms (015), choral rooms (070) or auditorium (

015 Siminar Room (SEMNARRM)

Definition: A room normally equipped with a large table and chairs which is subject to regular assignment by the Registrar.

Limitations: Because a room is usually scheduled for seminars would not necessarily indicate it should be classified as a seminar room if it is equipped in the normal classroom manner.

020 Gymnasium (GYM)

Definition: A room used by students, staff, or public for the instructional activities of physical education.

Description: The actual activity areas including basketball courts, wrestling and boxing rooms, instructional dance rooms, corrective gymnasiums, handball courts, weight rooms, gymnastic areas and indoor track and field areas.

Limitations: This category does NOT include classrooms, laboratories, or offices even though they may be located in an athletic building. This category does NOT include spectator seating area or service areas associated with athletic facilities. It does NOT include outside fields.

030 Swimming Pool (SWIMPOOL)

Definition: Swimming pool areas and deck areas around pools should be included in the area of the pool.

Limitations: Spectator seating areas and service areas are to be excluded from this area.

070 Choral Room (CHORALRM)

Definition: A room equipped with risers, either permanent or movable, for use in choral instruction which may be subject to regular classroom instruction under assignment by the Registrar.

LABORATORIES

Rooms equipped for a special purpose such that they are not normally used for regular classrooms.

110 Class Laboratory (CLASSLAB)

Definition: A room used by regularly scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in regularly scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, and similar specially designed and/or equipped rooms IF they are used primarily for group instruction in regularly scheduled classes.

Limitations: This category does NOT include laboratory rooms which serve as individual (or independent) study rooms. It does NOT include laboratories used for group instruction which are informally or irregularly scheduled. This category does NOT include rooms generally referred to as research laboratories. It does NOT include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities.

120 Special Class Laboratory (SPECLAB)

Definition: A room used by informally (or irregularly) scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A Special Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in informally (or irregularly) scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Special Class Laboratories typically (but not necessarily or exclusively) include such rooms as language laboratories, (group) music practice rooms, (group) studios, etc.

Limitations: This category does NOT include Class Laboratories. individual study rooms, nor research laboratories. It does NOT include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities.

130 Individual Study Laboratory (INDLAB)

Definition: A room especially equipped and/or designed for individual student experimentation, observation, or practice in a particular field of study.

Description: Included in this category are music practice rooms, individual study laboratories, and similar rooms which serve a particular subject-matter area. Stations may be grouped (as in an individual study laboratory) or individualized (as in a music practice room).

Limitations: This category does NOT include individual study facilities which are intended for general study purposes.

150 Non-Class Laboratory (NONCLAB)

Definition: A room used for laboratory applications, research, and/or training in research methodology which requires special-purpose equipment for staff and/or student experimentation or observation.

Description: Included in this category are rooms generally referred to as research laboratories.

Limitations: This category does NOT include rooms generally referred to as teaching laboratories or office-laboratories; see Class Laboratory, Special Class Laboratory, and Individual Study Laboratory, above.

MULTIPLE CONTACT OTHER

Any space used for meetings or special groups not regularly scheduled by the Registrar.

210 Armory (ARMORY)

Definition: Indoor drill area and special purpose military science instructional rooms.

Limitations: Excludes those areas which can be classified as general classrooms.

220 Conference Room (CONFERRM)

Definition: A room generally equipped with a large table(s) and chairs in which students or staff members are not regularly assigned.

Limitations: Conference rooms are distinguished from seminar rooms on the basis of primary use: a room with tables and chairs which is used primarily for meetings (as opposed to classes regularly scheduled by the Registrar).

230 Student Practice Room (STUPRCRM)

Definition: A specially equipped and/or designed room for individual student experimentation, observation, or practice in a particular field of study.

Description: Included in this category are music studio, speech practice room, a small room used for practice by individual students or very small groups (a large room used for instruction of and practice by a group such as a band, orchestra, ensemble is usually classified as a laboratory).

Limitations: A music studio assigned to a faculty member which serves as a combination faculty office and music studio should be classified as a faculty office. Another kind of special teaching laboratory similar to the music practice room is the music studio which is generally larger than the music practice room and is designed to accommodate several persons at one time.

240 Auditorium or Theater (AUDITORM)

Definition: A room possessing a stage equipped for public presentation.

Description: Large rooms with seating oriented toward some focal point which is used for dramatic or musical productions or for general meetings. This category may include stage, seats, and orchestra pits.

Limitations: These rooms are distinguished from lecture rooms on the basis of primary use. As previously indicated under classrooms (Code 010), if the seating is regularly used for scheduled class meetings, it should be classified as instructional space.

OFFICES

A room or suite of rooms with office type equipment that is assigned to one or more persons primarily for the performance of administrative, clerical, or faculty duties other than the meeting of classes.

310 Administrative Offices (ADMOFF)

Definition: A room or suite of rooms used by administrative personnel for the performance of administrative duties.

Description: Included in this category are rooms generally referred to as the offices of presidents, business managers, all deans, associates and assistant deans serving the entire institution (such as deans of administration, faculty and graduate school), registrars, directors of admissions, deans of students, placement directors, and director of student counseling.

Limitations: This category does NOT include clerical, stenographic, or other general office space.

320 Faculty Offices (FACOFF):

Definition: A room assigned to a faculty member for the performance of duties other than the meeting of classes.

Description: Included in this category are all offices used by faculty, including heads of instructional departments below the rank of dean; associate and assistant deans budgeted to other than instruction and serving a portion of the institution, graduate assistant, research associate and teaching associate, and post doctorate fellows for instructional or research purposes, instructional preparation, counseling, etc. A studio room in the department of music or fine arts assigned to one or more faculty members for their own work even though occasionally used for a student lesson should be classified as a faculty office.

Limitations: This category does NOT include space in the regular meeting of classes and does NOT include rooms which are equipped both as an office and research laboratory. (See Office Laboratory, Code 325)

325 Office Laboratory (OFFLAB):

Definition: An office occupied by faculty and used for laboratory applications, research, and/or training in research methodology which requires special-purpose equipment for staff and/or student experimentation or observation.

Description: This category includes a room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc. (At some schools, persons with Civil Service classifications may occupy Office-Laboratories.)

Limitation: Use of this category of space should be limited to the experimental sciences. This type of space should NOT be confused with a research laboratory in which the faculty member may have his desk located or with an office occupied by a faculty member who conducts research without the use of special equipment, utilities, or apparatus.

330 Staff Office (STFOFF):

Definition: An office used by staff personnel in the performance of their regularly assigned duties.

Description: Included in this category are rooms generally occupied by Civil Service clerical, stenographers, key punch, receptionist, and general office space. Included in this category is space where any machines, files, and reception area are in the same room with clerical personnel and where such space is incidental to the office function.

Limitation: Large rooms such as glass shops, painting shops, etc., which have a desk space for a technician or staff member are classified according to the primary purpose of the room rather than a staff office.

350 Graduate Student-Study-Office (GRDSTOFF)

Definition: An office or portion of an office used by a graduate student (non-employed).

Limitation: Offices occupied by research associates, teaching assistants, or post-doctoral fellows would be classified as Faculty Offices, Code 320.

LIBRARIES AND MUSEUMS

A room or group of rooms used for the collection, storage, circulation, and use of books, periodicals, manuscripts, and other reading or reference materials *or* any room used for display of special collections, such as historical documents, mineral samples, stuffed animals, etc.

410 Reading Room (READINRM):

Definition: A room or area used for independent study and reading with or without shelves around the wall but excluding multiple rows of shelves extending into the room. It may include provision for incidental or secondary storage, circulation and use of books, documents, and other reference materials. Included in this category are general reading and study rooms, periodical reading rooms, typing rooms and microfilm reading rooms. Also included are the prorated spaces occupied by study stations located within open stacks. This classification will apply to other departments as well as the Library.

Description: Reading rooms may be furnished with tables and chairs, individual study desks and chairs (which may provide locked storage) or lounge type chairs. Aisle space which functions as an integral part of the room is to be reported as part of the room - not prorated out as unassignable circulation space.

Limitation: Excluded from this category are Study (411), Group Study Room (412), Listening Room (413), Studio, Audio-Visual (414), Audio-Visual Media Labs (Special Purpose Laboratory, Code 120). Also excluded are seating and tables or shelves provided in card catalogue and stack areas for transitory use of selecting library materials.

411 Study (STUDY):

Definition: A small room designed for one or two individuals located near the library stacks. Studies are assigned for a specified period of time to faculty members or graduate students.

Limitation: Individual study desks which may or may not provide locked storage located in open stacks or open reading rooms are excluded from this category and classified as Reading Room (410).

412 Group Study Room (GRPSTDY):

Definition: A room equipped with tables and chairs or desks and chairs, set aside for the use of a group of students for study and informal discussion. The room is also scheduled on an appointment basis when needed for classes which hold an occasional meeting in the library to make use of library materials.

Limitation: Exclude rooms used for individual study, Code 410 and Code 411.

413 Listening Room (LISTENRM):

Definition: A room furnished with audio equipment for individual listening.

Description: Rooms may be listening booths accommodating one or two and equipped with loudspeakers, or may accommodate several individuals using earphones at tables and chairs.

Limitation: Exclude rooms used for group listening which are classified as Studio, Audio Visual, Code 414.

414 Studio, Audio-Visual (AVSTUDIO):

Definition: A room scheduled by appointment, furnished with classroom type seating, and providing loud speakers and playback equipment for group listening of recorded material and/or projection equipment for viewing of films.

Limitation: Exclude rooms equipped for individual listening, Code 413.

430 Books (BOOKS):

Definition: A room (or prorated portion of a room) containing multiple rows of shelving used to provide the orderly collection of books.

Description: Area to be reported includes catalogued books in library stacks and uncatalogued books stored on shelves which are not part of the cataloguing work room. Include aisle space within the area classified as BOOKS but do not include elevators, halls and stairs which give access to these spaces but are used exclusively for traffic.

Limitation: Exclude: non-book materials classified under Code 431; books in the process of being catalogued in library work rooms; archives; and elevators, halls and stairs which are used exclusively for traffic and are not part of but give access to spaces classified as BOOKS.

431 Non-Book Materials (NONBOOKS):

Definition: A room (or prorated portion of a room) containing shelving or other storage facilities used to provide the orderly collection of non-book materials.

Description: Include spaces used for the storage of non-book materials such as maps, aerial photographs, manuscripts, newspapers, microfilms, recordings, films, slides, and archives.

Limitation: Exclude space occupied by library work rooms used to process and catalogue microfilm and other non-book materials.

440 Service Desk Areas (SERVDESK):

Definition: A room (or prorated portion of a room) staffed by library personnel for the purpose of issuing books and other library materials or providing information to students and staff.

Description: Include reference and circulation desks, areas providing playback equipment for distribution to listening stations, and the area providing traffic space for individuals receiving issued materials.

Limitation: Spaces classified in this category are limited to library public services.

441 Card Catalogue Areas (CARDCAT):

Definition: A room (or prorated portion of a room) for the use of students and staff which provide a means of access to books and other library materials.

Description: Include spaces containing card catalogues, index tables, and reference guides such as READER'S GUIDE TO PERIODICAL LITERATURE and BOOKS IN PRINT.

Limitation: Spaces classified in this category are limited to library public services.

RESIDENTIAL AND MISCELLANEOUS

A room or group of rooms used principally in residential or residence hall functions and other spaces not otherwise identified with a special functional grouping. Spaces within the "other" group, beginning with type use code 560, are self-defining and are not defined in detail.

505 Residences (RESDENCE):

Definition: A residence assigned to chief administrators, caretakers, and faculty.

Description: This category includes houses of the Chancellor, institutional presidents, etc.

507 Manager-House Mother (MGRHDRES)

Definition: An apartment or living quarters assigned to Managers, House Mothers or Head Residents in single student residence halls or married student housing areas.

Limitations: Student Counselors assigned to spaces in residence halls will be coded under Code 508, Student Counselor.

508 Student Counselor (COUNSELR)

Definition: Living quarters designed for Student Counselors.

Description: The space will generally include a kitchenette, bath, and sleeping area, but will be smaller than apartments designed for Head Residents or House Mothers.

Limitations: Excluded from this classification are Manager-House Mother, Code 507, and Sleeping-Study Room, Code 510. Spaces in older residence halls which are assigned to Student Counselors and which have not been specifically designed as quarters for counselors will be coded as Sleeping-Study, Code 510.

510 Sleeping-Study Room (SLPSTYRM)

Definition: A room or area which is designated as living quarters for students or staff.

Description: Included in this category are sleeping rooms, study rooms, or combined sleeping-study rooms in residence halls and/or field buildings, which are designated as living quarters for students or physicians (interns, resident physicians, etc.) or staff including spaces assigned for one or more faculty members or students to serve as counselors in residence halls.

512 Guest Room (GUESTRM)

Definition: A space normally reserved for guests of students or staff.

Limitations: This space is not to be confused with Manager-House Mother, Code 507.

515 Dining Room (DININGRM)

Definition: A room used for eating meals.

Description: This category includes residence hall dining areas or cafeterias.

Limitations: This category is limited to facilities located in residence facilities and which are open to the student body and/or public at large. Facilities of this type in student centers will be coded as Code 575.

520 Game-Social Room (GAMESLRM)

Definition: Spaces in residence halls, cooperatives, or hospitals allocated for recreation by occupants of the building.

525 Parking (PARKING)

Definition: Floor space allocated for the parking and storing of motor vehicles or related wheeled or tracked apparatus of any kind.

Description: This category includes any area within a building or structure used by staff, faculty, student, or public for automobiles, busses, trucks, tractors, farm equipment (self-propelled or towed), etc. Include as assignable square feet the net area of all floor surfaces in such buildings and structures used for such parking and storing, including unroofed, unwalled, or partially walled areas typified by the top parking level of a parking structure, and the roofed, unwalled, or partially walled areas typified by the intermediate or ground levels of a multi-story parking structure or a single-level vehicle shelter. Include in the inventory of this category the number of parking stations available.

Limitations: This category does NOT include parking area in a garage or car pool building operated by the physical plant department as part of the maintenance and repair function.

530 Studio, Radio-TV (STUDIO)

Definition: A room which directly serves a Radio-TV Transmitter or Station and which is usually staffed and operated by employees rather than students.

Description: Included in this category are rooms generally referred to as control room, video tape recorder room, property storage, recording room, and engineering maintenance room.

Limitations: Control rooms and similar rooms used primarily to train students in communications techniques should be classified as Teaching Laboratories if scheduled.

535 Radio-TV Transmitter or Station (RADTVTRN)

Definition: A room or group of rooms used in the production and distribution of instructional media.

Description: Included in this category is a room which is used for broadcasting radio and/or television programs which is licensed and operated under the control of the FCC and which is usually staffed and operated by personnel other than students. Typical rooms would include TV Studios, radio studios, sound studios, graphics studios, etc.

Limitations: Studios used primarily as a part of an instructional program to train students in communication techniques should be classified as Teaching Laboratories if scheduled.

545 Physical Plant (PHYPLANT)

Definition: A room used for the manufacture or maintenance of products and equipment.

Description: This category includes such rooms as carpenter shops, plumbing shops, electrical shops, paintshops, laundry, heating plant, automotive maintenance garage and/or car pool building, inflammable stores shed, filtering plant, incinerator, nursery storage building, chemical storage, communication service and campus switchboard, pump house, blacksmith shop, waiting station, equipment shed, etc.

Limitations: This category does NOT include instructional shops; industrial arts and vocational technical shops used for instruction as these would be classified as Teaching Laboratory.

550 Inactive (INACTIVE)

Definition: Those rooms in the process of conversion and/or reassignment and not available for use at the time of the space study.

555 Agricultural Field Activities (FLDBLDG)

Definition: A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies and tools.

Description: This category includes barns, animal shelters, sheds, silos, feed units, hay storage, and seed houses. Structures are typically (but not necessarily) of light-frame construction with unfinished interiors, characteristic of (but not confined to) agricultural field activities, generally (but not always) located outside the central campus, and related more to the scope and scale of field operations than to the character and magnitude of instructional programs. Area includes all assignable floor area.

Limitations: This is the one "type of space" - actually a type of building - in which the specific types, e.g., offices, laboratories, shops, storage, etc., are NOT to be differentiated or statistically segregated.

The following types of space do not need separate definitions or descriptions:

560	Ballroom (BALLRM)
565	Bookstore (BOOKSTOR)
570	Barber Shop (BARBRSHP)
573	Bowling Alley (BOWLALLY)
575	Cafeteria (CAFETRA)
577	Snack Bar (SNACKBAR)
580	Greenhouse (GREENHSE)
585	Printing Press (PRNTPRES)

590 Warehouse (WAREHOSE)

Definition: A room used to store materials.

Description and Limitations: The distinction between Warehouse and Storage rests on the possibility of physical separation of the materials stored. If the material being stored could be placed in a warehouse, implying only occasional demand for the materials, then Warehouse is the appropriate classification. If the material,by nature of its storage and demands placed upon it by the program, be close at hand, then the appropriate Storage classification should be used.

MEDICAL AND DENTAL (INCLUDING HEALTH SERVICE)

The following types of space codes are normally associated with the Medical and/or Dental Schools although they are also applicable to health service facilities and/or infirmaries at all institutions.

605 Intensive Care Room (INTCARRM)

Definition: A recovery room equipped to handle patients recuperating from crucial and/or complex surgical or medical treatment.

610 Patient Room (PATINTRM)

Definition: A room which provides a bed for patients in a hospital.

Description: This category includes rooms generally referred to as bedrooms, patient rooms, wards, nurseries and similar rooms. These rooms serve as a "home base" for a patient for a relatively long period of time.

615 Speech, Hearing, Reading Room (SPEECHRM)

Definition: A multi-purpose room used for testing, evaluation, counseling, conjuring, and therapy relating to the areas of speaking, reading, hearing, and mental health.

Limitations: This type of space should not be confused with Examining Room, 630, or Conference Room,220.

620 Treatment Room (TRTMNTRM)

Definition: A room used for the treatment of humans as inpatients or outpatients.

Description: This category includes rooms such as X-Ray rooms used for the control of disease, e.g., cancer treatment, etc.

Limitations: This category does NOT include examining rooms or operating rooms.

625 Observation Room (OBSERVRM)

Definition: A room suited to the purpose of open or undetected viewing of activity in an adjacent room.

Limitations: This category does NOT include examining rooms.

630 Examining Room (EXAMINRM)

Definition: A room used for medical examination.

Description: This category includes an X-Ray room used in diagnosis, e.g., T.B. examinations, or a room which is used in the examination of several patients within the course of a day.

Limitations: This category does NOT include an observation room or an X-Ray room used for treatment.

635 Surgical Monitoring Room (SURGMONT)

Definition: An observation instrument booth adjacent to an operating room adapted to supplying the technical mechanical functions required for an operation.

637 Surgical Scrub Room (SURSCRUB)

Definition: A room used for cleansing and antisepticizing immediately prior to surgery.

640 Operating Room (OPERATRM)

Definition: Any room used for minor or major surgery which may include operations on live human or animal subjects.

645 Surgery Gallery (SURGYGLY)

Definition: An adjoining upper level room or floor attached to the sides of an operating theater whereby surgical procedures may be observed.

647 Anesthesia Induction Room (ANESTHEA)

Definition: A room used to initiate the anesthetic process prior to entry to surgery.

650 Dispensary (DISPENSY)

Definition: Dispensary and medical stores dispensing room and medicine preparation room.

660 Morgue/Embalming (MORGEMBL)

Definition: A room used for cadaver storage, or to treat a cadaver with certain preparations to preserve it from decay.

670 Nurses Station (NURSESTA)

Definition: A center of nursing work and administration involving one floor only, usually occupied by a head nurse (with assistants) concerned with patients' charts and miscellaneous nursing functions.

675 Nurses Work Room (NURSWKRM)

Definition: A room with sinks and sterilizers used by the nurses to prepare patient treatment, etc., not to be confused with type 670 - Nurses Station.

680 Resident-Intern Work Room (RESINTWR)

Definition: A room used by resident-interns to prepare reports, attend conferences relative to patients, etc.

690 X-Ray Room (XRAYRM)

Definition: A room equipped with special X-ray equipment used for diagnostic or treatment functions.

691 Hospital Utility Room (HOSPUTIL)

Definition: A room used for the disposal of waste products, etc.

692 Therapy Room (THERPYRM)

Definition: A room utilizing special equipment for the purpose of physical or occupational therapy and/or rehabilitation.

SERVICE AREAS

A room or group of rooms which are generally associated with and located immediately adjacent to a major type of space such as classrooms, laboratories, offices, and libraries, etc. The service provided in this area is normally related directly to the major area with which it is associated and is coded as a related service area.

NOTE: In those cases in which centralized services are supplied to serve many areas, such as central duplicating, central mail rooms, central equipment repair service, etc., the service area will be coded as a major type of space, and it may have related service areas of its own.

Most of the service areas are self-defining and a detailed definition has not been made. It was felt that the individual space analyst would be able to identify the related service areas from the descriptive title.

701 Activity Room (ACTIVTRM)

Definition: A room used by students, staff, or faculty for recreational or activity purposes.

Description: This category includes student body offices, student publication offices and workrooms, etc., faculty activities (professional, social or recreational), student union activity rooms (game rooms, etc.). It also includes coffee and break rooms for faculty and staff.

Limitations: This category does NOT include rooms which fit logically into another category, e.g., office storage, gym or gym service areas. It does NOT include outside facilities such as tennis courts, archery ranges, fields (football, hockey, etc.) or golf courses.

703 Animal Quarters (ANIMALQT)

Definition: Rooms or aquarium space used for the housing and feeding of small animals or fish.

Description: The rooms or space in this category would be located in regular academic buildings only.

705 Balance Room (BALANCRM)

Definition: A separate room or space adjoining a laboratory which serves as an extension of the activity of that laboratory.

Description: The activity conducted in this space relates to the measuring or weighing of material to be used in the particular laboratory activity. If the space is located physically in the laboratory, the space devoted to balancing or weighing should be prorated.

707 Bandage Room (BANDAGRM)

Definition: A room used for the storage of cloth, gauze, or other dressing material which is used to bind or cover an injured part of the body.

709 Bathroom (BATHRM)

Definition: A room providing bath and/or toilet facilities generally for private use.

Description: This category would include bathrooms in presidents' homes, house mothers' quarters, etc.

711 Check Room (CHECKRM)

Definition: A room in which hats, coats, baggage, parcels, etc., may be left until called for.

Description: Generally, rooms in this category are found in auditorium, theater, student union, or gymnasium buildings.

713 Closet (CLOSET)

Definition: A small room or cupboard space for clothes.

Description: A room or space in this category may be related to an office, classroom, laboratory, etc.

Limitations: Do NOT include in this category space used as linen closets or storage areas for cleaning supplies.

715 Concession Area (CONCESAR)

Definition: A room or space in which related food items are sold to the public attending a particular event.

Description: Generally, this type of space is found in physical education or gymnasium buildings.

717 Data Processing Machine Rooms (DPMACHRM)

Definition: A room (or group of rooms) for institution-wide processing of data by machines or computers.

Description: This category includes keypunch rooms, electronic data processing rooms, electronic computer rooms, and similar data processing areas.

Limitations: This category does NOT include rooms containing desk calculators, posting-billing machines, check-writing machines, and similar Office or Office Service rooms. It is recommended that the area occupied by a keypunch machine, sorter, or other EDP equipment in a room otherwise classifiable as an Office should NOT be prorated to category 717. A data processing facility used only for instruction should be jointly classified as a Teaching Laboratory. Such a facility used for instruction and/or research and/or administrative data processing should be included in this category. (Note that the allocation or proration of facilities recorded in this category to "instruction," "research," "public service," "library," "general administration," etc., can be accomplished separately by the classification of USE CODE, i.e., independently of this room-type classification.)

719 Dishwashing Room (DISHWASH)

Definition: A room used for the washing of dishes or cooking utensils.

Description: A room in this category may generally be located near the preparation of foods such as in student unions, residence halls, etc.

721 Drafting Room (DRAFTRM)

Definition: A room used for the preparation of sketches or working plans.

Description: This category does NOT include drafting rooms which are teaching laboratories. This category does include rooms used by the staff architect, etc., to prepare plans or related spaces to cartography labs for preparation of maps, etc.

723 Dressing Room (DRESSRM)

Definition: A room for getting dressed in; especially in the theater, a room back stage where actors dress and make up for their roles.

Limitations: This space should NOT be a part of an athletic locker room.

725 Duplicating Room (DUPLICRM)

727 Entryway (ENTRYWAY)

Definition: A space frequently opening off a hall or corridor serving one or a suite of rooms which relate to the functioning of the interior rooms and should be indicated as assignable space to the department or office occupying. The example most frequently encountered is in the case of a classroom that has been converted to a series of faculty offices, in which a space interior to the former classroom has been provided for access to the office and is related to the functions of these offices providing service beyond that of a circulation function.

728 Environmental Control Room (ENVIRCTL)

Definition: A room used for research (experimentation) under specifically controlled environmental circumstances.

729 Equipment Repair Service (EQPTREPR)

731 File Room (FILERM)

733 Food Preparation Room (FOODPREP)

734 Food Service Room (FOODSERV)

735 Instrument Equipment (INSTEQPT)

737 Interview Room (INTRVWRM)

739 Issue Room (ISSUERM)

Definition: A room in which an attendant is responsible for issuing supplies, equipment (athletic), parts, tools, instruments, etc.

741 Kitchen - Kitchenette (KITCHEN)

743 Linen Room (LINENRM)

744 Lounge (LOUNGE)

Definition: A space in student unions, residence halls, or other buildings used for relaxation, informal meetings, etc., such as honors college or graduate student lounge. A large waiting room used by patients awaiting examinations in medical or dental clinics.

745 Locker Room (LOCKERRM)

747 Mail Room (MAILRM)

749 Photo Dark Room (PHOTODRK)

751 Preparation Room (PREPRM)

753 Projection Booth (PROJCBTH)

755 Receiving Room (RECEIVRM)

757 Refrigeration Room (REFRIGRM)

759 Rest Room (RESTRM)

761 Shop (SHOP)

Definition: Manufacturing and maintenance shops used in support of instruction and research but not for instruction or research in the shop operations themselves.

Description: Instructional shops are classified as Lab (Instructional) and shop-type research laboratories are classified as Lab (Research).

763 Shower Room (SHOWERRM)

765 Spectator Area (SPECTATR)

Definition: The seating area used by students, staff, or the public to watch athletic events.

Description: Included in this category are permanent seating areas in fieldhouses, gymnasia, natatoria, and stadia.

Limitations: This category does NOT include temporary or movable seating areas.

766 Sterilizing Room (STERILRM)

Definition: A room housing autoclaves or other equipment used to sterilize such items as surgical and other instruments and laboratory glassware.

202.060 Type of Laboratory

Three digits are provided to report the type of laboratory. This code will be completed for all types of space coded in the 100 series.

The type of laboratory coding system breaks the laboratory spaces into seven major categories. Within each of the seven major categories, the individual types of laboratory will be listed in alphabetical sequence. These seven major types are as follows:

0. Physical Sciences
1. Biological Sciences
2. Social Sciences
3. Performing Arts
4. Expressive Arts (Plastic and Graphic)
5. Humanities
6. Professional Schools

202.061 Type of Laboratory Codes

0. Physical Sciences

001	Analytical Chemistry
004	Calculator
007	Casting
010	Circuits
013	Computation
016	Computer
019	Electrical Power
022	Electro-chemical
025	Electronics
028	Etching
031	Fluid Dynamics
034	General Chemistry
037	Heat Transfer
040	Instrumentation
043	Machine Shop
046	Materials Testing

049	Metallography
052	Meteorology
055	Microscopic Observation
058	Mineral Separation
061	Optics
064	Photography
067	Photo-Interpretation
070	Physical Chemistry
073	Physical Sciences.
076	Physics (General)
079	Sanitary Engineering
082	Sheetmetal Shop
085	Similitude
088	Stress Analysis
089	Systems Analysis
091	Transmission
093	Vibrations
095	Welding
097	Woodworking
099	X-Ray

1. Biological Sciences

101	Biochemistry
104	Experimental Foods
107	Food Nutrition
110	Macroscopic Observation
113	Microtechnique
116	Pharmacognosy

2. Social Sciences

201	Clothing Construction
204	Experimental Psychology
207	Food Preparation
210	Home Management
213	Household Equipment
216	Interpersonal
218	Physiology
219	Textile Design

3. Performing Arts

301	Music Education
304	Music Studio
307	Radio Studio
310	Television Studio

4. Expressive Arts (Plastic and Graphic)

401	Art Education
404	Audio-Visual
407	Ceramics
410	Costume Design
413	Drafting
415	General Art
416	Jewelry
419	Lithography
422	Painting
425	Printing
428	Sculpture
431	Weaving

5. Humanities

501	Language Laboratory
503	Reading Clinic
504	Speech and Hearing Clinic

6. Professional Schools

601	Air Conditioning
604	Automotive Chassis
607	Business Machines
610	Communication
613	Dairy Products
616	Fire Control
619	Fuels and Lubricants
622	Heat/Power
625	Internal Combustion Engine
628	Journalism
631	Pharmaceutical Apparatus
634	Pharmacy Manufacturing
637	Prescription
640	Pulp
643	Refrigeration
646	Shorthand Lab
649	Typing
652	Unit Operations

202.062 Type of Laboratory Definitions

0. PHYSICAL SCIENCES

001 Analytical Chemistry

A chemistry laboratory in which techniques other than chemical are used in qualatative and quantitative analysis. Spectrum analyses or electronic techniques such as chromotography and photometers are examples of methods used. Furnishings include bench or tables with necessary associated equipment. This laboratory is one which stresses analyses of materials.

004 Calculator

Room equipped with mechanical or electronic calculating equipment. Includes remote access equipment such as teletypewriters and cathode ray tubes which furnish access to a central computer but does not include the actual data processing equipment such as required for analog or digital computers.

007 Casting

Furnishings consist of equipment for casting of materials in molds. These can be either metallic or nonmetallic. Space should include auxilliary equipment for preparing molds and material to be molded.

010 Circuits

Electronic analysis of electrical circuits and magnetic fields. Includes electrical instruments, oscilloscopes, wave generators, oscillators and power supplies. Used primarily in the teaching of basic electricity.

013 Computation

Furnishings consist of tables and chairs. The tables may or may not be wired for use of calculators. Sufficient area per station is allowed for layout of data, notes, references and calculators if used. The room could be scheduled for any discipline and also may have limited scheduling as a classroom.

016 Computer

Room used in the instruction of analog or digital computers. Does include computer components which are used in the teaching of computer theory or design. May include remote access equipment but this is not used for purpose of making data calculation of unrelated subjects.

019 Electrical Power

Electrical Energy conversion laboratory. Equipment includes motors, generators and transformers. Essentially a laboratory of industrial electrical power equipment.

022 Electro-chemical

Used to study characteristics of chemicals and their electrical potential. Includes electrical measuring devices, batteries, plating tanks and chemical handling equipment.

025 Electronics

Concerned with measurement and study of electronic circuits. Use of vacuum tubes, transistors and cathode-ray tubes with specialized measurement techniques.

028 Etching

Use of acids for etching material to be studied with microscopes or other optical equipment. Exhaust hood to vent acid fumes.

031 Fluid Dynamics

Used in the study of compressible and incompressible fluid flow. Instrumentation includes all fluid flow measuring devices. Equipment will include pipes and channels along with pumps, compressors or other sources for generating a flow potential.

034 General Chemistry

This classification shall apply to all chemistry laboratories in which primarily chemical analyses are made. The furnishings include benches with sinks which may have air, water, gas, vacuum, and electricity at each station. They may be used for instruction in organic or inorganic chemistry.

037 Heat Transfer

The study of the mechanisms of heat transfer. Includes specialized devices in which conduction, radiation and convection transfer methods are studied.

040 Instrumentation

A laboratory in which measurement techniques are the primary function. These techniques may be used to teach research procedures and methods of measurement or the use of measurement techniques in process control. Actual equipment will vary with discipline but classification can apply to any discipline.

043 Machine Shop

The furnishings consist of benches and metal working tools which are used to shape large pieces of metal such as bars, rods and castings. Tool examples are lathes, shapers and milling machines.

046 Materials Testing

This laboratory is one which is used to study materials by destructive or non-destructive testing to determine the physical characteristics of the material. The material may be in its raw form or a structured product.

049 Metallography

Metallography laboratories are those which are used to make microscopic examination of the structure of metals. Equipment consists of metal cutting devices, grinders and polishers, microscopes and photographic equipment.

052 Meteorology

Equipped with instruments associated with meteorology. Examples of equipment includes Radar, Radio communication and Facsimile mapping as well as conventional temperature, barometer, precipitation and wind instruments.

055 Microscopic Observation

Observation of specimens by means of microscope. Includes thin section or slides. Examples include Biology and Geology.

058 Mineral Separation

Includes grinding and cutting equipment for preparation of specimens. Utilities include sink with hot and cold water, gas and air. Essentially a shop-type laboratory.

061 Optics

A laboratory with specialized equipment for measuring optical characteristics. Includes light sources, experimental equipment and instrumentation for optical measurement.

064 Photography

A space which includes dark rooms and photographic studios used in the instruction of photography; including still pictures and movies.

067 Photo-Interpretation

Consists of tables and chairs with 110V outlets at each station. Use of Stereo viewers and other optical devices by students.

070 Physical Chemistry

This laboratory is one in which the physical properties such as molecular weights, molecular and atomic structure and properties of liquids, solids and solutions are studied. Work stations are benches or tables without sinks. Associated equipment is that which is required to measure physical properties such as temperature,pressure, refraction, density, etc.

073 Physical Sciences

One which is adapted to instruction of some or all the physical sciences. Partially equipped with facilities for General Chemistry, General Physics, Geology, Meteorology, etc. Not complete enough in any one field to be classified with that particular science.

076 Physics, General

A laboratory which is used in the instruction of Heat, Light, Sound, Electricity, and Mechanics as physical characteristics. Work stations include tables with various power sources and space for setting up individual experiments. An associated storage room or storage cabinet houses demonstration apparatus and instruments to allow diversification of experiments.

079 Sanitary Engineering

Equipped with benches, sinks, ovens and refrigerators. Equipment includes centrifuges, balances, color comparitors and filtration apparatus. Used to study treatment of sewage and water quality. Could also be used in the study of air pollution.

082 Sheetmetal Shop

The furnishings consist of benches and sheetmetal tools used in fabrication of sheet metal, usually less than ¼ inch thick. Tool examples are shears, brakes, rollers, and seamers.

085 Similitude

Equipped to study problems in theory or design through use of models or analogs. Prototype equipment behavior is duplicated by means of models, electrical analogs or mechanical analogs in analysis of a problem.

088 Stress-Analysis

Analysis of stress in materials or machine members under loaded conditions. Includes use of photographic and electronic techniques for measuring stress and strain.

089 Systems Analysis

Equipped with special equipment for the purpose of production or construction planning. Includes laboratories with audio-visual devices, parts bins, calculators, etc., which are used for planning and analysis of systems control. Examples are time and motion study, critical path, and assembly line planning.

091 Transmission

Facilities for study of transmission of electrical energy including wired and wireless systems. Includes transmission lines for electrical energy and antennas for high frequency systems.

093 Vibrations

Equipment for analyzing and study of motion as it affects vibration of mechanical equipment. Specifically includes rotary and reciprocating motion in conjunction with resonant frequency vibration of solids.

095 Welding

Furnishings consist of benches and equipment used to fuse materials together using heat. Materials may be metallic or nonmetallic and heat source can be gaseous flame, electric or chemical.

097 Woodworking

Furnishings consist of benches and tools for use in woodworking. The tools may be either hand or power. The primary purpose of the laboratory is for producing wood products.

099 X-Ray

X-Ray equipment used for the purpose of studying structure of materials.

1. BIOLOGICAL SCIENCES

101 Biochemistry

Used to teach the chemistry of biological specimens. Furnishings consist of typical chemistry benches and biology tables. Instruction requires use of both types of facilities.

104 Experimental Foods

Similar to a food preparation laboratory but includes equipment to analyze texture, plasticity, color, tenderness and other properties of the prepared food.

107 Food Nutrition

Facilities for studying the nutritional value of foods. Includes analysis and preparation equipment. Usually incorporates animals in the study of nutrition.

110 Macroscopic Observation

Used to study specimens where magnification is less than 25 times. Observation of gross and anatomical characteristics of specimens. Furnished with tables and chairs with lighting and optical equipment available for student use. Usually will have storage facilities for specimens.

113 Microtechnique

Essentially an observation laboratory but refined equipment enables techniques that allow more detailed study. Generally requires special techniques such as staining of slide specimens to prepare specimens. Used as much for teaching this technique as for observation.

116 Pharmacognosy

Similar to a biology laboratory. Used to study the botanical and animal side of drugs. Includes work stations with water and power sources. Use of microscopes and other optical equipment.

2. SOCIAL SCIENCES

201 Clothing Construction

Furnishings include cutting boards, pressing boards, irons and sewing machines. Include instruction in clothing construction of all types.

204 Experimental Psychology

Used in studying biological response from various stimuli. Will usually be equipped with electronic measuring devices and use of animals.

207 Food Preparation

Facilities for the preparation and serving of foods. Basic kitchen furnishings including ranges, refrigerators and sinks. May also include tables and chairs for serving of the prepared food.

210 Home Management

Furnished with conventional home furniture exclusive of kitchen and utility equipment. Used in the instruction of interior decorating.

213 Household Equipment

Furnished with a variety of kitchen and utility units. Devoted to teaching arrangements of equipment as well as variety of equipment available.

216 Interpersonal

A space equipped with chairs and/or tables which is used in group discussions. Here arrangements of furniture limit the use of the room. Use of this type of laboratory is most likely to be used in Psychology, Family Life, Counseling and Speech classes.

218 Physiology

Instrumented to measure physiological processes. Includes measurement of respiratory and circulatory system responses to various stimuli or physical activity.

219 Textile Design

Equipment includes weaving looms and silk screen printing. Used to teach weaving and pattern design for textiles.

3. PERFORMING ARTS

301 Music Education

304 Music Studio

307 Radio Studio

This room should be equipped for production of live or taped radio programs. A control room with necessary equipment including phonograph turn tables and tape recorders is associated with the actual studio. Equipment would include microphones and props needed in radio broadcasts. May or may not include transmission equipment.

310 Television Studio

This room should be equipped for the production of live or taped television programs. A control room with necessary equipment is associated with the actual studio. Equipment would include lights, T.V. cameras, microphones, and props needed in T. V. productions. May or may not include transmission equipment.

4. EXPRESSIVE ARTS (PLASTIC AND GRAPHIC)

401 Art Education

404 Audio-Visual

Used in the instruction of use of auditory or visual aids. Can be either demonstration or preparation of materials. It would be equipped with various recorders and projectors for demonstration and facilities for making slides, transparencies, overlays, tapes and films.

407 Ceramics

Facilities include wheels, canvas top tables, kilns used for firing of finished products. Storage for clay products and completed ceramic objects to cool after being in the kiln.

410 Costume Design

Used in design of costumes. Facilities include chairs and tables for the layout material and sketching. Storage for costume examples and display cabinets are part of the furnishings.

413 Drafting

The furnishings consist of stools and high tables which have level or sloped tops. The tables are designed for use with drawing boards and may have drafting machines installed. The room may also include storage facilities or lockers for assignment to individual students. The room is to be used primarily for making drawings or tracings using drafting aids. Includes cartography laboratories.

415 General Art

Used to teach a variety of art courses. Furnishings consist of desks or tables with sloped or adjustable tops similar to drafting tables. Can be used in the instruction of sketching, drawing and design.

416 Jewelry

Equipped with metal working, polishing, and welding equipment used to fabricate jewelry.

419 Lithography

422 Painting

Furnished with easels and used in the instruction of drawing and painting.

425 Printing

One in which drawings, photographs, written or printed material may be duplicated by means of several types of printing presses. May include lithographic or etching presses as examples. Used in conjunction with art, photographic or print making instruction where original materials are duplicated.

428 Sculpture

An art laboratory devoted to sculpturing. Furnishings include pedestals, small tables and stools. Usually includes a kiln and/or drying oven. Students work with ceramic clay or other plastic material for molding. Includes also wire, steel rod, and screen with necessary tools for forming.

431 Weaving

Instruction in the design of weaving patterns into textile-type materials. May be used in instruction of art or textile design. Equipment consists primarily of looms which may be of any size with which the students design their own patterns.

5. HUMANITIES

501 Language Laboratory

Equipped with audio-visual devices such as tape recorders which are used in the instruction of languages.

503 Reading Clinic

A room equipped with tables and chairs. Tables are equipped with power outlet to allow use of reader pacers or other aids for improving reading speed and comprehension.

504 Speech and Hearing Clinic

An acoustically treated room with electronic aids for use in improving of speech defects, diction, etc.

6. PROFESSIONAL SCHOOLS

601 Air Conditioning

Used to study the environmental control of spaces. Includes study of controls and associated equipment. Equipment includes heating, cooling, humidity and air cleaning devices. Temperature range is not a limiting factor, but rather the control of an atmosphere to maintain its temperature, humidity and air cleanliness.

604 Automotive Chassis

This laboratory consists of testing, assembling, repairing and the study of assembled automotive type equipment. The equipment consists of automobiles, tractors, trucks, aircraft, etc.

607 Business Machines

A laboratory in which various office machines are used, such as calculators, duplicating machines, key punches and accounting machines. Used to teach office procedures and use of the equipment.

610 Communication

Includes radio, television and telephone systems. Primarily uses electrical and electronic equipment as applied to communication systems. Equipped with transmitters and receivers.

613 Dairy Products

616 Fire Control

Primarily a demonstration laboratory with a fire table and hood available to demonstrate effect of various criteria on fire and methods of protection. Student stations consist of tables and chairs where specimens may be studied.

619 Fuels and Lubricants

Used for analysis of chemical and physical properties of petroleum products used for mechanical machinery. Includes distillation, viscosity and chemical analysis.

622 Heat/Power

Any laboratory in which a chemical or atomic fuel is converted to mechanical energy in stationary-type equipment. Basically a steam generation laboratory but each laboratory does not need to include all equipment involved in the cycle.

625 Internal Combustion Engine

This laboratory shall consist of testing, assembling, repairing and studying of internal combustion engines. These engines are to include gasoline, diesel and gas turbine types.

628 Journalism

631 Pharmaceutical Apparatus

Display and storage of various pharmaceutical apparatus such as crutches, braces, clinical thermometers, and other mechanical devices used in the pharmacy profession. Room can double as a classroom, but must be under supervision of the staff from the school.

634 Pharmacy Manufacturing

Used to process chemicals or other materials in actual production of medicines. Equipment includes grinders, hot plates, mixers, ball mills and drying ovens.

637 Prescription

Dispensing of medicines and the filling of prescriptions. Student stations laid out as typical drug store prescription rooms, consisting of counters with balances and typewriters and shelving.

640 Pulp

Facilities for pulp preparation using mechanical and chemical means. Equipment includes digesters and fibre separation. Used in the instruction of pulp and paper processing.

643 Refrigeration

Used for testing or maintainence of refrigeration equipment. Includes both mechanical and absorption units. Applies to both cooling equipment and heat pumps.

646 Shorthand Laboratory

Room which may or may not be equipped with typewriters. Special devices for dictation at various speeds will normally be included in the laboratory.

649 Typing

A laboratory equipped with manual or electric typewriters used to teach typing. Specialized equipment may include timing devices and record players as teaching aids.

652 Unit Operations

Used to illustrate industrial processes in chemical manufacturing. Equipment includes bubble towers, heat exchangers, pumps and other equipment associated with industrial production of chemicals.

202.070 Special Features

Two digits are provided for reporting the special features which are a distinguishing condition of the space.

The codes and definitions are to be developed at a later date. At such time, the codes and definitions will be inserted in these two sections. At present, no use will be made of this column on the reporting form or the annual report.

202.071 Special Features Codes

202.072 Special Features Definitions

202.080 Principal Use

Indicate category of principal use as listed. If space has two or more principal uses, indicate the area of the space devoted to each principal use.

202.081 Principal Use Codes

01	General Formal Instruction	INSTRUCT
02	Upper Division or Graduate Formal Instruction	GRADINST
03	Physical Education	PHYSEDUC
04	Military Science	MILTRSCI
05	Other Instruction	OTHRINST
10	General Administration	GENADM
11	Departmental Administration	DEPTADM
14	Museum	MUSEUM
16	Instructional Services	INSTSERV
18	Centralized Services	CENTRSERV
19	Physical Plant	PHYPLANT
20	Library Reader Space	LIBREAD
21	Stacks	STACKS
22	Audio-Visual Services	AVSERV
23	Library Services and Administration	LIBSRVAD
24	Archives	ARCHIVES
34	Federal Cooperative Extension	FDCOOPEX
35	Agriculture Experiment Station	AGEXPSTN
37	Forestry Research Laboratory	FORRESLB
40	Departmental Research	DEPTRES
41	Federally Sponsored Research	FEDSPRES
42	Non-Federally Sponsored Research	NFEDSPRS
46	Federally Sponsored Instruction	FDSINSTR
50	Health Services	HLTHSERV
51	Student Union	STUNION
52	Student Activities	STUACTVT
53	Food Service	FOODSERV
54	Bookstore	BOOKSTOR

55	(Intercollegiate) Athletics	ATHLETIC
56	Residential	RESIDENT
58	Auxiliary Enterprises - Other	AUXLRENT
60	Public Services	PUBLCSER
61	Extension	EXTENSON
70	Patient Care	PATCARE
71	Teaching Hospital	TEACHOSP
72	Outpatient Clinic	OUTPATCL
90	Miscellaneous	MISCELL
91	Unassigned	UNASSIGN
92	Inactive	INACTIVE

202.082 Principal Use Definitions

01 General Formal Instruction (INSTRUCT):

All formal instruction spaces used for undergraduate purposes, including classrooms, teaching labs, seminar rooms, etc. This space does not include the related instructional spaces such as faculty offices, staff offices, and service areas which are used principally for related instructional activities.

02 Upper Division or Graduate Formal Instruction (GRADINST):

All formal instruction spaces used for upper division or graduate degree formal instruction, including classrooms, teaching labs, seminar rooms, etc. This space does not include the related instructional spaces such as faculty offices, staff offices, and service areas which are used primarily for related instructional activities.

03 Physical Education (PHYSEDUC):

Gymnasiums, swimming pools, physical education offices, and other physical education department areas, such as field houses, boathouses, wrestling and boxing rooms, instructional dancing rooms, indoor track and field areas, spectator seating and service areas used for the instructional activities of the physical education department(s).

04 Military Science (MILTRSCI):

All special purpose military science instructional rooms including armory drill areas, uniform and equipment storage and issue room, indoor rifle range, and military science offices.

05 Other Instruction (OTHRINST):

All spaces related to formal instruction such as staff offices, faculty offices, all related service areas, and other spaces which might be identified with instruction but which are not a part of the formal instruction process.

10 General Administration (GENADM):

Administration offices, staff offices and spaces used in the administration of the entire institution. Those offices and spaces which are not directly involved in the overall administration of the institution will not be included. Examples of space to be included are the offices and space of the institutional president and his staff, the dean of faculty and his staff, the business office, etc.

11 Departmental Administration (DEPTADM):

Offices and space of administrative head of subdivisions of an institution such as a school or a department within an institution. Examples to be included are the offices and space of certain deans, assistant deans and their staff, instructional department heads, etc. Do not include officials that administer departments for the benefit of the entire institution or their offices, such as the dean of faculty or the dean of students.

14 Museums (MUSEUM):

Museums and art galleries.

16 Instructional Services (INSTSERV):

All regularly constituted student services under the dean of students, counseling, registrar, admissions, etc., and placement bureaus. Counseling done by many faculty members in their offices does not change the classification of the office from "other instruction."

18 Centralized Services (CENTSERV):

Medical School laundry, printing plant, laboratory store, X-Ray services, etc., which are similar to "Physical Plant," "Auxiliary Enterprise," or "General Administration" functions; only which are not under control of the Physical Plant or General Administration.

19 Physical Plant (PHYPLANT):

All space under the control of the physical plant director. Include under physical plant the safety department, watchman's service, telephones, switchboards, etc. Do not include building service space which should be coded 91 - Unassigned.

20 Library Reader Space (LIBREAD):

Library spaces under the direction of the institutional librarian which provide seating to library users for the study of books and other library materials.

Exclude departmental reading rooms which are not under the control of the institutional librarian and all spaces classified as Audio-Visual Services (22). Studio, Audio-Visual (414) will normally be classified under Audio-Visual Services (22). However, if the space is under the control of the institutional librarian in a department other than Audio-Visual it will be classified in this category.

Typical types of space codes classified under this use code are: Reading Room (410), Study (411), Group Study Room (412), and Listening Room (413).

NOTE: The total area included in this classification will be reported as assignable square feet available for readers on Form W - Projected Library Facility Requirements.

21 Stacks (STACKS):

Library areas under the direction of the institutional librarian which provide shelving and other storage facilities for books, bound periodicals, documents and non-book materials.

Include spaces generally known as library stacks and storage of non-book materials such as maps, aerial photographs, manuscripts, newspapers, microfilms, recordings, and slides.

Typical types of space codes classified under this use code are: Books (430), and Non-Book Materials (431).

NOTE: The area in the categories classified as Books (430) and Non-Book Materials (431), will be reported as assignable square feet available for volumes on Form W - Projected Library Facility Requirements.

22 Audio-Visual Services (AVSERV):

Facilities for the production, preservation, and use of recordings, slides, films, and similar materials separately organized as a central service or under the direction of the institutional librarian.

Included are facilities for the storage, circulation, and repair of projectors, tape recorders, and sound amplification equipment; facilities for the preparation of charts, graphs, projection transparencies, etc.; and photographic services. Also included are Studio, Audio-Visual (414) which are under the direction of the Audio-Visual Department and media labs which provide instruction to library users on an informal basis in the use of audio-visual equipment and preparation of audio-visual materials.

Typical types of space codes classified under this use code are: Faculty Office (320), Staff Office (330), Studio, Audio-Visual (414), Duplicating Room (725), Photo Dark Room (749), Projection Booth (753), Shop (761), Storage (767), and Work Room (783).

23 Library Services and Administration (LIBSRVAD):

Rooms which provide supporting services to Reader Space (20) and Stacks (21). All spaces not classified Reader Space (20), Stacks (21), Audio-Visual Services (22) and Archives (24) are reported here.

Include: Areas which provide services to library users such as service desk and card catalogue areas and offices for staff providing these services; and offices and work rooms for acquisitions and cataloguing of books and non-book materials.

Typical types of space codes classified under this use code are: Service Desk Areas (440), Card Catalogue Areas (441), Administrative Office (310), Faculty Office (320), Staff Office (330), Conference Room (220), Activity Room (701), Duplicating Room (725), Locker Room (745), Storage (767), Vault (775), Waiting-Reception Room (781), and Work Room (783).

NOTE: The total area included in this classification will be reported as assignable square feet available for services and administration on Form W - Projected Library Facility Requirements.

Exclude Archives and Audio-Visual Services.

24 Archives (ARCHIVES):

All spaces used in institution-wide archival and records management programs organized as a separate activity under the direction of the institutional librarian or other department.

Typical types of space codes classified under this use code are: Faculty Office (320), Staff Office (330), Non-Books (431), Vault (775), and Work Room (783).

34 Federal Cooperative Extension (FDCOOPEX):

Space used for agricultural extension activities and services but not included under code numbers 35, 41, or 42.

Includes activities financed by federal appropriations provided by the Smith-Lever Amendment. Federally sponsored contracts and grants for federal cooperative extension should be included under 41 - Federally Sponsored Research.

35 Agriculture Experiment Station (AGEXPSTN):

Research space devoted to agricultural research but not included under code numbers 34,41, or 42.

Includes space assigned to projects financed from "crossover" sources of funds such as Markets and Marketing Act.

Includes Morrill-Nelson and Hatch Act funds and federal appropriations to land grant colleges as well as grant-in-aid and contract research funds that are budgeted through the Agriculture Experiment Station (private foundations, companies, etc.). Federally sponsored contracts and grants for agriculture should be included under 41 - Federally Sponsored Research.

37 Forest Research Laboratory (FORRESLB):

Research space devoted to forestry research but not included under code numbers 35, 40, 41, or 42. Includes research activities conducted with McIntire-Stennis funds as well as funds received from the Timber Severence Tax and State General Fund appropriation.

40 Departmental Research (DEPTRES):

Space used in research other than that coded under the following: 41-Federally Sponsored Research; 42 - Non-Federally Sponsored Research; 35 - Agriculture Experiment Station; 46 - Federally Sponsored Teaching or Instruction.

41 Federally Sponsored Research (FEDSPRES):

Research activities sponsored by the federal government specifically defined and performed by a department or other subdivision of the institution under a definite formal grant or contract between the institution and a federal government agency. Services regularly offered and contracted for repeatedly, such as surveys, are also to be classified as federally sponsored activities. Include federal grants and contracts such as NSF, PHS, Department of Defense, Department of Interior (Park Services), Department of Health, Education, and Welfare (Office of Education), etc., as indicated in grant and contract research titles in the annual report of the Comptroller.

Exclude projects financed by federal appropriations such as funds provided by the Morrill-Nelson Act, Hatch Act, Smith-Lever Amendment, and regional research acts (See code 35). Also exclude federally sponsored grants and contracts for instruction or extension.

42 Non-Federally Sponsored Research (NFEDSPRS):

All sponsored research activities other than research sponsored by the federal government. Includes activities sponsored by private agencies pertaining to research which is specifically defined and performed by a department or other subdivision of the institution under a definite formal grant or contract between the institution and a private agency. Services regularly offered and contracted for repeatedly, such as surveys, are also to be classified as non-federally sponsored research.

46 Federally Sponsored Instruction (FDSINSTR):

Instructional space used for projects sponsored by federal grants or contracts for teaching and training programs such as Peace Corps, VISTA, etc. Exclude from this category all research grants or contracts.

50 Health Services (HLTHSERV):

51 Student Union (STUNION):

Student union offices, meeting rooms, etc. This code should be used for those student union spaces which do not logically fit in one of the following codes.

52 Student Activities (STUACTVT):

Student activities, such as student body offices, campus newspaper, scholastic honorary groups, etc.

53 Food Service (FOODSERV):

Include snack bar, soda fountain, serving areas, lunch rooms. Exclude residence hall and residential dining areas.

54 Bookstore (BOOKSTOR):

Bookstore, co-op store, etc.

55 (Intercollegiate) Athletics (ATHLETIC):

56 Residential (RESIDENT):

Presidents' and faculty residences, as well as sleeping-study rooms, residential dining rooms, games and social rooms, married student housing.

58 Auxiliary Enterprises - Other (AUXLRENT):

Barber shop, bowling alleys, billiard and ping pong rooms, faculty clubs and activities, parking lot, and other enterprises intended to be self-supporting. Exclude all space that is shown in a specific category above, codes 50-56.

60 Public Service (PUBLCSER):

Unscheduled services to the community and/or state which are not provided with state funds, but which generally operate on a fee basis (in some cases there is no charge), e.g., commercial and private testing services excluding the Federal Cooperative Extension Service.

61 Extension (EXTENSON):

Programs of classes, conferences, correspondence courses, discussion groups and other educational services to members of the community. The program of extension is usually provided by a distinct division of an institution of higher education, but it may include instructional activities or educational services to the community offered by other departments of the institution. Includes areas used for some public and professional services such as field service activities of departments, speech-hearing clinics, etc. These services may contribute to instruction or research although they are not actually either, but are primarily areas used for service to public and professional groups. (NOTE: This category is not restricted to Division of Continuing Education programs.)

70 Patient Care (PATCARE):

All types of space not part of an outpatient clinic of a teaching hospital which are used directly or indirectly for the care of patients, exclusive of centralized services, auxiliary enterprises and research or instruction.

71 Teaching Hospital (TEACHOSP):

Hospital facilities used for teaching, patient care and research are to be included under this functional use.

72 Outpatient Clinic (OUTPATCL):

Space used directly or indirectly for the treatment, examination, diagnosis, or rehabilitation of patients on an outpatient basis, exclusive of centralized services, auxiliary enterprises and research or instruction.

90 Miscellaneous (MISCELL):

Use this code only in rare instances for those spaces which cannot otherwise be classified. Inform the Office of Facilities Planning when this occurs.

91 Unassigned (UNASSIGN):

Building services, rest rooms, coat rooms, circulation areas, mechanical rooms.

92 Inactive (INACTIVE):

All spaces that are not in use at the time of the inventory, because of new construction, major alterations, condemnation, or other similar reasons. This excludes all space in use or that is available for use.

202.090 Department Occupying

Four digits are used to identify the department occupying any space. The numerical coding identifies the organizational unit and where possible a more specific breakdown by the subject field. This coding system was developed for use by the U. S. Office of Education in gathering data for the facilities portion of the Higher Education General Information System reports (HEGIS III). Most states have adopted this coding system in order to be compatible with the national system. The State of Oregon, through the Educational Coordinating Council, has adopted this system for the state-wide reporting of facilities for private institutions, the State System of Higher Education and the Community Colleges.

202.091 Use of the Organizational Unit and Subject Field Coding

Institutions of higher education vary widely in their organization. Tables of organization range from colleges without any departmental structure to institutions organized by departments, divisions, colleges, institutes, and so on. Examples can be found of single departments organizationally responsible to two or three colleges within an institution.

Despite these widely divergent patterns of organization, it is possible to distinguish certain elements of commonality however formally or informally these may reflect themselves in a table of organization. Eight broad categories of organizational units have been indentified, not all of which occur in the case of any given institution:

1. Departments of Instruction and Research
2. Organized Activity Units
3. Organized Research Units
4. Public Service Units
5. Library

6. General Administration and Institutional Services
7. Auxiliary Services
8. Noninstitutional Agencies

The first four of these Organizational Units are capable of further subdivision into subject-matter areas. While it might be possible to enumerate all of these subject-matter areas, practical considerations of data summary and analysis require that some meaningful grouping be established.

In this classification system, the first digit of the 4-digit code number identifies the standard organizational-unit category, and the last three digits identify the standard subject-field category. The same 3-digit coding of subject-field categories is used in each of the first four organizational-unit categories; the fifth and succeeding organizational-unit categories (5000-9000) are not classified by subject field.

In the subject-field classification system, the broad categories coded in multiples of 100 are intended only for captions and subtotals in tabulated reports. For departments and other organizational units with subject fields too broad for specific identification in this system, the most appropriate code with 9 as the last digit should be used, except that units significantly representing two or more subject fields here coded in multiples of 100 should be coded -110, with the appropriate organizational-unit code as the preceding digit.

The subject-field code -199 is reserved for rooms classified as classroom facilities (room-type codes 010,015,020,030, and 070). The subject-field coding of all such rooms should be -199, preceded by the appropriate organizational-unit code, irrespective of any departmental assignment indicated in the institution's own records, so that those rooms (classrooms and classroom-service rooms only) will be consistently excluded from the subject-field data of all institutions.

(Note: The subject field of all other general-assignment rooms for departments of instruction and research should be coded 1110 if no more specific coding is appropriate.)

202.092 Organizational Unit and Subject Field Coding

1000 DEPARTMENTS OF INSTRUCTION AND RESEARCH

- 1100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS
  - 1110 General
    - 1111 Dean of Humanities and Social Sciences
    - 1112 Dean of Arts and Sciences
    - 1113 Dean of Science
    - 1114 Dean of Liberal Arts
    - 1115 Dean of Arts and Letters
    - 1117 Dean of Graduate Studies
    - 1118
    - 1119 General Instruction
  - 1120 Unclassified
    - 1121 Honors Program
    - 1122 Graduate School
    - 1123 International Programs - Institute of International Studies Overseas
    - 1124 Middle East Studies Center
    - 1125 Institute of Industrial and Labor Relations
  - 1199 General Classrooms

- 1200 LIFE SCIENCES
  - 1210 Biological Sciences
    - 1211 Animal Science
    - 1212 Biochemistry and Biophysics
    - 1213 Biology
    - 1214 Botany
    - 1215 Microbiology
    - 1216 Entomology
    - 1217 Zoology
    - 1218 Agricultural Chemistry
    - 1219 General Biological Sciences
  - 1220 Dean of Agriculture
    - 1221
    - 1222 Fisheries and Wildlife
    - 1223 Poultry Science
    - 1224 Farm Crops
    - 1225 Horticulture
    - 1226 Soils
    - 1227 Forestry
    - 1228 Veterinary Science
    - 1229 Food Science

- 1230 Health Sciences
  - 1231 Medicine (Codes 1900 through 1959 have detail)
  - 1232 Veterinary Medicine
  - 1233 Dentistry (Codes 1960 through 1999 have detail)
  - 1234 Nursing
  - 1235 Pharmacy
  - 1236 Public Health
  - 1238 Other Health Sciences
  - 1239 General Health Sciences
- 1299 General Life Sciences

1300 M.C.P.E. SCIENCES
- 1310 Mathematical Sciences
  - 1311 Mathematics
  - 1312 Statistics
- 1320 Computer Sciences
  - 1321 Computer Center
- 1330 Physical Sciences
  - 1331 Chemistry
  - 1332 Geology - Earth Sciences
  - 1333 Physics
  - 1334 Oceanography
  - 1335 Radiation Center
  - 1336 X-ray Science
- 1340 Engineering Sciences
  - 1341 Metallurgical Engineering
  - 1342 General Engineering
  - 1343 Civil Engineering
  - 1344 Electrical and Electronics Engineering
  - 1345 Mechanical and Industrial Engineering
  - 1346 Industrial Engineering
  - 1347 Chemical Engineering
  - 1348 Applied Science
  - 1349 Agricultural Engineering
- 1350 Production Technology
- 1399 General M.C.P.E. Sciences

1400 BEHAVIORAL SCIENCES
- 1410 Psychology
  - 1411 Psychology
- 1420 Social Sciences
  - 1421 Social Science
  - 1422 Anthropology
  - 1423 Agricultural Economics
  - 1424 Economics
  - 1425 Geography (Science)
  - 1426 History
  - 1427 Political Science
  - 1428 Sociology
- 1430 Geography (Humanities)
- 1499 General Behavioral Sciences

- 1500 HUMANITIES
  - 1510 Architecture and Allied Arts
    - 1511
    - 1512 Art
    - 1513 Architecture
    - 1514 Landscape Architecture
    - 1515 Art History
    - 1516 Fine Arts
    - 1517 Music
    - 1518 Theater Arts
  - 1520 Letters
    - 1521 English
    - 1522 Comparative Literature
    - 1523 Speech
    - 1524 Journalism
    - 1525 Romance Languages
    - 1526 Modern Languages - Foreign Languages
    - 1527 Philosophy
    - 1528 Religion
    - 1529 German and Russian
  - 1599 General Humanities

- 1600 PROFESSIONS
  - 1610 Dean of Business Administration - Business & Technology
    - 1611
    - 1612 Business Administration
    - 1613 Secretarial Science
  - 1620 Dean of Education
    - 1621 Upward Bound
    - 1622 Education and Psychology
    - 1623 International Education
    - 1624 Vocational Education
    - 1625 Minority Group Relations

  - 1630 Environmental Design
    - 1631
    - 1632 Urban Planning
    - 1633 Landscape Architecture
    - 1634 Law Enforcement
    - 1635 Community Speech and Hearing Clinic
    - 1636 Community T.V.
    - 1637 Architecture
    - 1638 Art History
    - 1639 Art Education

  - 1640 Dean of Home Economics
    - 1641
    - 1642 Home Economics
    - 1643 Clothing, Textiles and Related Arts
    - 1644 Foods and Nutrition
    - 1645 Family Life
    - 1646 Institutional Management
    - 1647 Home Management
  - 1650 Law
    - 1651 Law

- 1660 Social Work
    - 1661 School of Social Work
- 1670 Theology
- 1680 School of Community Services and Public Affairs
    - 1681 Center for Gerontology
    - 1682 Center for Leisure Time Studies
- 1690 Other Professions
    - 1691 Journalism
    - 1692 Library Science - Librarianship
- 1699 General Professions

1700 TECHNICAL-VOCATIONAL FIELDS

- 1705 Agricultural Technologies
- 1710 Apparel Design or Fabrication Technology
- 1715 Business Technologies
    - 1716 Business Associate Division
- 1720 Construction Technologies
- 1725 Engineering and Industrial Technologies
    - 1726 Engineering Associate - Civil
    - 1727 Engineering Associate - Electronics
    - 1728 Electrical-Mechanical Technology
    - 1729 Engineering Associate - Mechanical
- 1730 Graphic Arts Technologies
- 1735 Health Technologies
    - 1736 Medical - Dental Associate
    - 1737 Clinic Pathology
- 1750 Public Service Technologies
- 1760 Transportation Technologies
- 1790 Other Technical-Vocational Fields
    - 1791 Auto-Diesel
    - 1792 Metals
- 1799 General Technical-Vocational Fields

1800 PHYSICAL EDUCATION AND MILITARY SCIENCE

- 1810 Dean of Health, Physical Education and Recreation
    - 1811
    - 1812 Health and Physical Education
    - 1813 Men's Physical Education
    - 1814 Women's Physical Education
    - 1815 Park Management
- 1820 Military Sciences
    - 1821 Military Science and Tactics
    - 1822 Naval Science and Tactics
    - 1823 Air Science and Tactics
    - 1824 Military and Aerospace Studies

1900 DETAIL MEDICAL SCIENCES FOR CODE 1231

- 1902 Anatomy
- 1904 Biochemistry
- 1905 Experimental Biology
- 1906 Medical Psychology
- 1908 Microbiology
- 1910 Pathology
- 1912 Pharmacology
- 1914 Physiology
- 1920 Medicine
- 1924 Dermatology

1928 Experimental Medicine
1929 Immunology & Allergy
1930 Neurology
1936 Obstetrics & Gynecology
1938 Ophthalmology
1940 Otolaryngology
1942 Pediatrics
1944 Psychiatry
1946 Public Health
1947 Environmental Medicine
1948 Radiation Therapy
1950 Radiology
1952 Surgery
1954 Urology
1957 Anesthesology

1960 DETAIL DENTAL SCIENCES FOR CODE 1233
1961 Biostatistics
1962 General and Oral Pathology
1963 General Education
1964 Gross Anatomy & Histology
1965 Biochemistry
1966 Crown Bridge
1967 Endodontia
1968 Dental Materials
1969 Nutrition
1970 Operative Dentistry
1971 Oral Diagnosis
1972 Oral Surgery
1973 Orthodontic Clinic
1975 Pedodontics
1976 Periodontology
1977 Pharmocology
1978 Physiology
1980 Prosthetic Dentistry
1981 Preventive Dentistry
1981 X-ray Clinic
1982 Child Study Clinic

2000 ORGANIZED ACTIVITY UNITS (RELATED TO INSTRUCTION AND RESEARCH)

(See 1000 codes for proper sequences)

3000 ORGANIZED RESEARCH UNITS

(See 1000 codes for proper sequences)

4000 PUBLIC SERVICE UNITS

(See 1000 codes for proper sequences)

5000 LIBRARY

5001	Library
5002	Library Books and Binding
5003	Audio-Visual Aids
5004	Instructional Resources Material
5005	CTV Instruction - Broadcasting Services and CTV Instruction
5006	
5007	
5008	
5065	Law Library

6000 GENERAL ADMINISTRATION AND INSTITUTIONAL SERVICES

6001	President's Office - Dean's Office
6002	Dean of Faculty - the Faculties
6003	Dean of Research
6004	Federal Government Relations
6005	Office of Institutional Research and Facilities Planning
6006	Office of University Relations - Public Services - Institutional Relations
6007	Publications and Information
6008	
6009	Editor's Office
6010	News Bureau
6011	Business Affairs
6012	Business Office
6013	
6014	
6015	Registrar - Registrar's Office
6016	Admissions Office
6017	Placement Service - Teacher Placement Service - and Advising
6018	Curriculum Coordination
6019	Summer Sessions
6020	Dean of Students
6021	Dean of Men
6022	Dean of Women
6023	Student Loan and Fiscal Information - Financial Aids
6024	Student Welfare
6025	Counseling and Testing Center - Service
6026	Student Personnel Service
6027	Office of Student Affairs
6028	Office of Academic Advising
6040	Duplicating Service - Printing
6041	
6042	Division of Student Affairs Research
6043	
6044	
6045	Telephone Exchange
6046	
6050	Alumni Records
6051	
6052	
6060	Mail Processing and Distribution
6071	Radiation Safety Committee

6080 Administration and Stores
6081 Physical Plant
6082 Janitorial and Supplies and Maintenance
6083 Campus Security - Watchmen and Police
6084 Planning and Construction Administration
6085 Equipment Repairs - General Equipment
6086 Building Maintenance and Alterations
6087 Heating and Gas
6088 Light and Power
6089 Campus and Grounds Maintenance
6090 Water
6091 Physical Plant Storage

7000 AUXILIARY SERVICES

Numbers to be assigned under the 7000 Auxiliary Services accounts will be the responsibility of the individual institutions. This series of numbers will be summarized into one total for the federal reports and are of interest to the individual institutions in detail only.

8000 NON-INSTITUTIONAL AGENCIES

Numbers to be assigned under the 8000 Non-Institutional Agencies accounts will be the responsibility of the individual institutions. This series of numbers will be summarized into one total for the federal reports and are of interest to the individual institutions in detail only. For those institutions that have Board's offices or Division of Continuing Education offices, these will be identified by 8100 Board's offices and 8200 Division of Continuing Education offices.

9000 NON-ASSIGNABLE

9010 Custodial
9020 Circulation
9030 Mechanical
9040 Construction
9081 Inactive
9082 Alteration or Conversion
9083 Unfinished

202.093 Organizational Unit and Subject Field Definitions

1000 DEPARTMENTS OF INSTRUCTION AND RESEARCH

Includes separately budgeted research which is organizationally part of an instruction-and-research department, irrespective of the sources of funds or other budgetary distinctions. (See also 3000).

1100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS

1110 General: Identifiable, but broader than any category below--e.g., dean of arts and sciences

1120 Unclassified: Not identifiable--e.g., students with no declared major

1199 (Classroom Facilities: Room-type codes 010,015,020,030, and 070 only.)

1200 LIFE SCIENCES

1210 Biological Sciences: Animal sciences, plant sciences, biochemistry, biophysics, microbiology, etc., if not in an agricultural college or school, nor in a medical center, college, or school. (See also 1220 and 1230.)

1220 Agricultural Sciences: As 1210, but in an agricultural college or school, including forestry, but excluding agricultural economics, agricultural education, agricultural engineering, home economics, and veterinary medicine. (See also 1232, 1340, 1420, 1620, 1640, and 1705.)

1230 Health Sciences: (Professional Level: see also 1735.)
  1231 Medicine: All basic medical sciences and clinical specialties.
  1232 Veterinary Medicine
  1233 Dentistry
  1234 Nursing
  1235 Pharmacy
  1236 Public Health
123 1238 Other Health Sciences: Osteopathy, podiatry, etc.
  1239 General Health Sciences

1299 General Life Sciences

1300 M.C.P.E. SCIENCES (Mathematical, Computer, Physical, Engineering)

1310 Mathematical Sciences: Excludes computing science if organizationally separate.

1320 Computer Sciences: Includes information and computing sciences.

1330 Physical Sciences: Astronomy, including astrophysics, cosmology, radio astronomy, etc.; chemistry; environmental sciences, including atmospheric physics, earth sciences, meteorology, oceanography, paleontology, vulcanology, etc.; physics; etc.

1340 Engineering Sciences: Aeronautical, astronautical, agricultural, ceramic, chemical, civil, construction, electrical, electronic, geological, geophysical, industrial, materials, mechanical, metallurgical, physical metallurgy, mineral, mining, mining geology, nuclear, petroleum, petroleum refining, sanitary, textile, transportation, and welding engineering; engineering mechanics, physics, and science; naval architecture and marine engineering; etc. (See also 1725.)

1399 General M.C.P.E. Sciences

1400 BEHAVIORAL SCIENCES

1410 Psychology

1420 Social Sciences: Anthropology and archaeology; economics, including agricultural economics; geography, including physical geography; history, including history of science, technology, etc.; political science and government; sociology; etc., including area studies, i.e., interdisciplinary studies of geographically defined areas.

1499 General Behavioral Sciences

1500 HUMANITIES

1510 Fine Arts: Art; drama, including cinematography, radio and television, and theater arts; music, including both musicology and performance; other fine arts, including dance. (See also 1730.)

1520 Letters: English language and literature; foreign languages and literature; folklore, linguistics, philology, etc.; philosophy; religion, e.g., comparative religion (but see also 1670); speech if not primarily dramatic arts; journalism if not a professional school (see also 1690).

1599 General Humanities

1600 PROFESSIONS (Professional schools not included above.)

1610 Administrative Professions: Business administration; institutional administration, including hospital administration; public administration; etc. (See also 1715.)

1620 Education: Includes agricultural education, business education, etc.

1630 Environmental Design: Architecture, landscape architecture, urban and regional planning, etc.

1640 Home Economics: Includes departments which are not in a professional school; includes departments of agricultural colleges.

1650 Law

1660 Social Work

1670 Theology: Includes all instructional departments of divinity schools, so that data will be consistent with statutory exclusions from Federal-aid programs, such as the Higher Education Facilities Act of 1963 and related subsequent legislation.

1690 Other Professions: Criminology, journalism, library science, mortuary science, museum curatorship, etc.

1699 General Professions

1700 TECHNICAL-VOCATIONAL FIELDS

1705 Agricultural Technologies

1710 Apparel Design or Fabrication Technologies

1715 Business Technologies: Accounting, advertising, cosmetology, data processing, hotel, motel, and restaurant operation, insurance, physical distribution, retailing, sales, secretarial, and other business technologies.

1720 Construction Technologies: Air conditioning and heating, cabinet making, carpentry, construction electricity, forest products, sheet metal, etc.

1725 Engineering and Industrial Technologies: Architectural, chemical, civil, drafting and design, electrical, electronic, industrial, mechanical, and other engineering and industrial technologies.

1730 Graphic Arts Technologies: Commercial art and advertising design, photography, printing, technical illustration, and other graphic-arts technologies.

1735 Health Technologies: Clinical laboratory technician, dental auxiliary (dental assistant, dental hygienist, dental technologies, etc.), food-service supervisor, inhalation therapist, vocational nurse, psychiatric aide, ward manager, x-ray technologies, etc.

1750 Public Service Technologies: Fire protection, law enforcement, library assistant, teaching aide, urban-planning assistant, etc.

1760 Transportation Technologies: Automotive, aviation, heavy truck, and other transportation technologies.

1790 Other Technical-Vocational Fields; Other specific technical-vacational fields, not properly classifiable above.

1799 General Technical-Vocational Fields

1800 PHYSICAL EDUCATION AND MILITARY SCIENCES

1810 Physical Education: Includes health and recreation education, as in "HPER" departments. Includes intramural athletic program administered by the physical-education department, but excludes intercollegiate athletics if organizationally separate (see 7000).

1820 Military Sciences: Air and aerospace R.O.T.C., Army R.O.T.C., Navy R.O.T.C., and equivalent.

2000 ORGANIZED ACTIVITY UNITS (RELATED TO INSTRUCTION AND RESEARCH)

Demonstration and practice schools for education departments; demonstration and practice homes for home-economics departments; teaching hospitals for medical schools; any other organizationally separate and physically identifiable institutional units which are functionally related to departments of instruction and research, and/or to organized research units.

The following subject-field categories are as defined in the above 1000-series, but are used for classifying the related organized activity units. The coding of a given organized activity unit should be consistent with the coding of the institution's related department of instruction and research (and/or related organized research unit).

- 2100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS
  - 2110 General (Broader than any one multiple of 100 below.)
  - 2120 Unclassified (This category should be avoided.)
  - 2199 (Classroom Facilities: Room-type codes 010, 015, 020, 030, 070 only, but only if the rooms are assigned to, or used primarily by, organized activity units.)

- 2200 LIFE SCIENCES
  - 2210 Biological Sciences
  - 2220 Agricultural Sciences
  - 2230 Health Sciences
    - 2231 Medicine
    - 2232 Veterinary Medicine
    - 2233 Dentistry
    - 2234 Nursing
    - 2235 Pharmacy
    - 2236 Public Health
    - 2238 Other Health Sciences
    - 2239 General Health Sciences
  - 2299 General Life Sciences

- 2300 M.C.P.E. SCIENCES
  - 2310 Mathematical Sciences
  - 2320 Computer Sciences
  - 2330 Physical Sciences
  - 2340 Engineering Sciences
  - 2399 General M.C.P.E. Sciences

- 2400 BEHAVIORAL SCIENCES
  - 2410 Psychology
  - 2420 Social Sciences
  - 2499 General Bahvioral Sciences

- 2500 HUMANITIES
  - 2510 Fine Arts
  - 2520 Letters
  - 2599 General Humanities

- 2600 PROFESSIONS
  - 2610 Administrative Professions
  - 2620 Education
  - 2630 Environmental Design
  - 2640 Home Economics
  - 2650 Law
  - 2660 Social Work
  - 2670 Theology
  - 2690 Other Professions
  - 2699 General Professions

- 2700 TECHNICAL-VOCATIONAL FIELDS
  - 2705 Argricultural Technologies
  - 2710 Apparel Design or Fabrication Technologies
  - 2715 Business Technologies
  - 2720 Construction Technologies
  - 2725 Engineering and Industrial Technologies
  - 2730 Graphic Arts Technologies
  - 2735 Health Technologies
  - 2750 Public Service Technologies
  - 2760 Transportaion Technologies
  - 2790 Other Technical-Vocational Fields
  - 2799 General Technical-Vocational Fields

- 2800 PHYSICAL EDUCATION AND MILITARY SCIENCES
  - 2810 Physical Education (See 1810. Note that an administratively separate organized activity unit for intramural athletic programs could appropriately be coded 2810, but that an organizationally separate intercollegiate athletic program should be coded 7000 - Auxiliary Services, irrespective of the budgetary classification in the institution's own records.)
  - 2820 Military Sciences

3000 ORGANIZED RESEARCH UNITS

Research institutes, laboratories, museums, etc., which are organizationally separate and physically identifiable, irrespective of the sources of funds. This category does not include research projects which are organizationally part of, and physically indistinguishable from, the other research activities in a department of instruction and research.

The following subject-field categories are as defined in the above 1000-series, but are used for classifying the organized research units. The coding of a given organized research unit should be consistent with the coding of the institution's related departments of instruction and research, unless (as is not unusual for organized research units) a broader category coded with 9 in the last digit (or even 3110) more accurately represents the unit's subject field.

- 3100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS
  - 3110 General (Broader than any one multiple of 100 below.)
  - 3120 Unclassified (This category should be avoided.)
  - 3199 (Classroom Facilities: Room-type codes 010, 015, 020, 030, and 070 only, but only if the rooms are assigned to, or used primarily by, organized research units.)

- 3200 LIFE SCIENCES
  - 3210 Biological Sciences
  - 3220 Agricultural Sciences
  - 3230 Health Sciences
    - 3231 Medicine
    - 3232 Veterinary Medicine
    - 3233 Dentistry
    - 3234 Nursing
    - 3235 Pharmacy
    - 3236 Public Health
    - 3238 Other Health Sciences
    - 3239 General Health Sciences
  - 3299 General Life Sciences

- 3300 M.C.P.E. SCIENCES
  - 3310 Mathematical Sciences
  - 3320 Computer Sciences
  - 3330 Physical Sciences
  - 3340 Engineering Sciences
  - 3399 General M.C.P.E. Sciences

- 3400 BEHAVIORAL SCIENCES
  - 3410 Psychology
  - 3420 Social Sciences
  - 3499 General Behavioral Sciences

- 3500 HUMANITIES
  - 3510 Fine Arts
  - 3520 Letters
  - 3599 General Humanities

- 3600 PROFESSIONS
  - 3610 Administrative Professions
  - 3620 Education
  - 3630 Environmental Design
  - 3640 Home Economics
  - 3650 Law
  - 3660 Social Work
  - 3670 Theology
  - 3690 Other Professions
  - 3699 General Professions

- 3700 TECHNICAL-VOCATIONAL FIELDS
  - 3705 Agricultural Technologies
  - 3710 Apparel Design or Fabrication Technologies
  - 3715 Business Technologies

3720 Construction Technologies
3725 Engineering and Industrial Technologies
3730 Graphic Arts Technologies
3735 Health Technologies
3750 Public Service Technologies
3760 Transportation Technologies
3790 Other Technical-Vocational Technologies
3799 General Technical-Vocational Technologies

3800 PHYSICAL EDUCATION AND MILITARY SCIENCES
    3810 Physical Education
    3820 Military Sciences

4000 PUBLIC SERVICE UNITS

Extension, i.e., adult or continuing education, including agricultural extension, engineering extension, etc.; also any other organizationally separate public-service unit with the primary objective of making available to the general public the benefits of the instructional and/or research activities of an institution of higher education, including activities of a cultural nature, e.g., dramatic and/or musical performances.

The following subject-field categories are as defined in the above 1000-series, but are used for classifying the public-service units. The coding of a given public-service unit should be consistent with the coding of the institution's related departments of instruction and research, but code 4110 often will be appropriate for a general extension unit because the subject-field departmentalization (if any) usually is not identifiable in terms of room assignments.

4100 GENERAL OR UNCLASSIFIED SUBJECT FIELDS
    4110 General (Broader than any one multiple of 100 below.)
    4120 Unclassified (This category should be avoided.)
    4199 (Classroom Facilities; Room-type codes 010, 015, 020, 030, and 070 only, but only if the rooms are assigned to, or used primarily by, public-service units.)

4200 LIFE SCIENCES
    4210 Biological Sciences
    4220 Agricultural Sciences (Includes agricultural extension.)
    4230 Health Sciences
        4231 Medicine (Includes medical extension.)
        4232 Veterinary Medicine
        4233 Dentistry

- 4234 Nursing
- 4235 Pharmacy
- 4236 Public Health
- 4238 Other Health Sciences
- 4239 General Health Sciences

4299 General Life Sciences

4300 M.C.P.E. SCIENCES
- 4310 Mathematical Sciences
- 4320 Computer Sciences
- 4330 Physical Sciences
- 4340 Engineering Sciences (Includes engineering extension.)
- 4399 General M.C.P.E. Sciences

4400 BEHAVIORAL SCIENCES
- 4410 Psychology
- 4420 Social Sciences
- 4499 General Behavioral Sciences

4500 HUMANITIES
- 4510 Fine Arts
- 4520 Letters
- 4599 General Humanities

4600 PROFESSIONS
- 4610 Administrative Professions
- 4620 Education
- 4630 Environmental Design
- 4640 Home Economics
- 4650 Law
- 4660 Social Work
- 4670 Theology
- 4690 Other Professions
- 4699 General Professions

4700 TECHNICAL-VOCATIONAL FIELDS
- 4705 Agricultural Technologies
- 4710 Apparel Design or Fabrication Technologies
- 4715 Business Technologies
- 4720 Construction Technologies
- 4725 Engineering and Industrial Technologies
- 4730 Graphic Arts Technologies
- 4735 Health Technologies
- 4750 Public Service Technologies
- 4760 Transportation Technologies
- 4790 Other Technical-Vocational Technologies
- 4799 General Technical-Vocational Technologies

4800 PHYSICAL EDUCATION AND MILITARY SCIENCES
- 4810 Physical Education
- 4820 Military Sciences

NOTE: The following categories of organizational units are not classified by subject fields. Institutional units in categories 5000 through 8000 should be coded simply as the appropriate multiple of 1000.

5000 LIBRARY

Main Library and branches thereof, or equivalent, including subject-field libraries administered by the main library or otherwise professionally staffed, including law libraries and medical libraries, but not informal "departmental libraries" which are organizationally part of any units in the 1000-, 2000-, 3000-, or 4000-series above.

6000 GENERAL ADMINISTRATION AND INSTITUTIONAL SERVICES

Any institutional unit the primary objective of which is the orderly planning and operation of the instructional, research, and/or publicservice activities of the institution in terms of academic affairs, fiscal affairs, personnel, student affairs, public relations, development, etc. (Note: This category is intended to include the institutional units ordinarily represented by the budget categories of General Administration, General Services, and Physical Plant.)

7000 AUXILIARY SERVICES

Institutional units which are characteristically represented by the type of physical facilities classified as General-Use Facilities (room-type codes in the 600-series) and/or Residential Facilities (room-type codes in the 900-series), except to the extent that those units support specific instructional, research, and/or public-service units. Includes intercollegiate athletics if organizationally separate and physically distinguishable from physical education, irrespective of budgetary classification in the institution's own records.

8000 NON-INSTITUTIONAL AGENCIES

Public or private agencies which are not under the direct supervision or control of the institutional administration, irrespective of the degree of association with, or relationship to, any institutional units.

9000 NON-ASSIGNABLE

Facilities which are not assigned to, or are not available to, any institutional unit (or non-institutional agency) at the time of the facilities inventory. The overall code 9000 is intended only for captions and subtotals in tabulated reports; itemized data should be coded in terms of the most appropriate of the following categories only:

9010 Custodial: The sum of all areas on all floors of a building used for building protection, care, maintenance, and operation.

9020 Circulation: That portion of the gross area--whether or not enclosed by partitions--which is required for physical access to some subdivision of space.

9030 Mechanical: That portion of the gross area designed to house mechanical equipment, utility services, and non-private toilet facilities.

9040 Construction: That portion of the gross area which cannot be put to use because of the presence of structural features of the building.

9081 Inactive: All spaces that are not in use but that are available for use at the time of the inventory.

9082 Alteration or Conversion Area: All spaces that are not in use at the time of the inventory because of new construction, major alterations, condemnation, or other similar reasons.

9083 Unfinished: All spaces not in use at the time of the inventory because the space is unfinished.

NOTE: Ordinarily, the rooms or other assignable spaces to be coded as above are those which are also coded in terms of the corresponding room-type categories (081 - Inactive, 082 - Alteration or Conversion, or 083 - Unfinished). Otherwise, those floor areas will be included in the totals tabulated for whatever other organizational-unit categories are coded in the room-by-room records--e.g., code 1420 for a social-science instructional department, or code 6000 for a general-administration or institutional-service unit.

Thus, a given room or other assignable space which is coded in terms of one of the "non-assignable" room-type categories should be coded in terms of the above "non-assignable" organizational-unit category with the same last two digits in the code number, unless a specific organizational-unit code (e.g., 1420 or 6000) will appropriately imply that those "non-assignable" rooms are so nearly completed and ready for use by the specific institutional unit that they should be included in the total floor area available for that category of organizational units at the time of the facilities inventory.

Similarly, one of the "non-assignable" organizational-unit codes on the preceding page should not be used for a room with a room-type code in the 100-900 series, unless the specific room-type code will appropriately imply that those facilities are so nearly completed and ready for use that they should be included in the total available amount of that type of facilities at the time of the facilities inventory. (In the unusual instance of a recently completed building large enough for future increases in occupancy, organizational-unit code 9081 with specific room-type codes--e.g., 310 - Office-- would correctly indicate the availability of non-assignable rooms which are not in use. Conversely, a specific organizational-unit code with room-type code 081 could correctly indicate that the room is assigned to an institutional unit, but is not actually in use.)

202.100 Optimum Stations

Four digits are provided to indicate the optimum number of stations in any one area or space. The number of stations indicated in the inventory records will be compared to the following criteria.

202.101 Optimum Stations Definition

A station is defined as a chair (fixed or portable), clearly defined length of a bench, (fixed or portable), table, desk, etc., that will accommodate without over-crowding, a person assigned to an area, room or space. A station is further defined as comprising the total facilities required to accommodate one person at a given time. A student stations is an area where a student may be located, such as a seat, table or other space. An office station is a space furnished with office type equipment assigned to an individual for his personal use and providing space for his personal possessions. It is distinguished from a work station which does not provide space for personal possessions and which is available for use by a number of individuals.

The optimum number of stations is that number calculated to obtain a maximum of efficient educational and economical use of the room for the purpose for which it is currently used. Listed below is a partial schedule of standards for classrooms adopted by the Board of Higher Education on June 12, 1962.

Building Standards

No. of Student Stations	Sq. Ft. Area per Student Station	Sq Ft. Area of Room
15	20	300
20	17.5	350
25	16	400
30	15	450
40	14.2	568
50	13.5	675
60	13	780
80	12	960
100	11	1100
125	10	1250

These standards apply to general purpose classrooms only. Special equipment (extra blackboards, audio-visual aids equipment, etc.) or specialized instruction requirements may change the standard for other classrooms.

202.102 Reporting Stations in Inventory

The optimum stations should be reported for classrooms, seminar rooms, gymnasiums and swimming pools, all laboratories, other multiple contact spaces, offices, library reading rooms and carrel areas, and any service or medical-dental spaces for which the number of stations included can normally be indicated. (In the case of research laboratories, the number of stations reported should be that number of staff members normally involved in the research operations.)

Every effort must be made to avoid duplication in the listing of stations, i.e., capacities, in rooms of a given type or in the case of a suite of research laboratories and related service rooms accommodating a total of three research workers (staff and/or graduate students), a total of exactly three stations should be reported for these rooms, whether all three are listed for one of the rooms or one for each of three rooms.

The reporting of stations in teaching laboratories should be given the most careful attention, especially in the case of a group of two or more rooms that constitute, in effect, a single laboratory. If, for example, the location of the classes that meet in a group of rooms is reported on the faculty Report of Service to Institution form in terms of only one of these rooms, the physical inventory should list for that one room the number of stations which represents the total capacity of the group of rooms, and no stations should be listed for the rest of the group.

202.110 Area Reported

Five digits are provided for reporting the area of each space. Care should be taken that the area reported for a space be consistent with the instructions found in Section 200.040 of this manual.

202.120 Date

Four digits are provided for the date. The date to be used in this area is the date of the first inventory. When revisions or corrections are made after the first inventory, the date of the latest revision, correction, etc., reported for each space will be substituted. The first two digits are the month and the third and fourth digits are the last two digits of the year.

202.130 Type of Transaction Codes

One digit is provided for the space analyst to record the code to indicate the type of activity required for each line that is reported on the document when a revision is reported. Care should be taken that the correct code is used, as the program used to update the Master Physical Facilities Inventory Tape will reject any miscoded items and will not affect an updating of the record. Codes for the type of transactions are as follows:

0. To delete an entire record from the Master Tape.
1. To add a new record to the Master Tape.
2. To change the descriptive data of an existing record, (where the area of the space is not affected).
3. To change the gross area of a building.
4. To change the name of a building.
5. To change the condition code of an entire building.
6. To delete an entire building from the Master Tape.
7. To add the name and gross area of a new building, and all individual spaces.
8. To add a complete new institution.

202.140 Page Number

The page number in the upper right corner of the reporting document should be filled in by the space analyst, numbered consecutively for the month.

202.150 Remarks

The remarks column is a multiple use column which may be used in many ways depending on the reporting form or document on which the remarks are used. On the reporting document, Form CO-386, the space analyst may wish to use the remarks column to make notes about cases which he wishes special attention drawn to during the updating processes.

During the updating process, the computer will write a register of items added, deleted, or changed. If for any reason, an item will not process the computer will write out a short message, using the remarks column, to indicate the reason for the failure to update that particular item.

On the annual report, the remarks column will be left blank. The space analyst may use this column for any purpose he desires.

203.000 REVISIONS TO THE INVENTORY

203.010 General Instructions

Changes will continuously occur in the spaces on inventory due to reassignment, remodeling, removal, new construction, error in reporting, etc.

As soon as any removals, additions or changes are observed or become known, they should be reported to the office of the Comptroller in Corvallis, on Form CO-386 in the prescribed manner as indicated in the subsections of 202.000. Reported corrections, additions, deletions, etc., received in the office of the Comptroller by no later than the 10th of a month will normally be processed during that month.

All Form CO-386's submitted to the Comptroller's Office are to be typewritten. No more than one building is to be listed on a single page. Each page will be totaled in the boxes provided at the bottom of the page. The box under the area column will contain the net total area of all additions (Code 1) minus the deletions (Code 0). The box under the remarks column will contain a total area of all changes to the inventory (Code 2).

Any space which requires a change in the fields which make up the control fields (the Institution through the Prorate Code) must be deleted and then reinstated as a new space. Examples of conditions which might cause this type of transaction would be in the case of a single space which must be separated into several prorated areas, or when the physical plant has made room number changes caused by alterations. Note that changes which affect the entire building are processed by Transaction Codes 4, 5, and 6 as explained in Section 203.060 - 203.080.

Any change which affects the area of space only will also have to be deleted and reinstated with the correct area. Errors in reporting areas, alterations or remodeling, modifications to areas of previously prorated spaces are examples of conditions which could cause this type of transaction to be used.

A single prorated space may be removed (a space identified as prorated in the prorate column) without removing all other prorated spaces with the same space number provided, the other prorated spaces are not affected in net usable square feet. Examples of the transactions as decribed in the following sections will be found in the exhibits in section 206.000 of this manual.

203.020 To Remove a Space from Inventory

To remove a space from the inventory use Form CO-386 completing the (1) Institution, (2) Building Number, (3) Space Number, (4) Prorate (if applicable), (5) Area Columns, and (6) Date. Place a code "0" (see Section 202.130) in the Transaction Code column.

203.030 To Add a Space to Inventory

To add a new space to an existing building on the inventory, all data for that space must be reported as a complete line of coding and the transaction column is coded "1" on Form CO-386 (see Section 202.130). Do not use this code to place a new building on the inventory (see code 7, Section 203.090).

203.040 To Change Descriptive Data of a Space (Where the area of the space is not affected)

To change the description portion of a space currently on inventory complete the (1) Institution, (2) Building Number, (3) Space Number, (4) Prorate (if applicable), (5) Area, (6) Date, and (7) place a code "2" in the Transaction Code column (see Section 202.130). Record in the columns that are to be changed the new data as it is to appear on the regular report. The area is included in this transaction as a control figure to prove that all transactions of this type have been processed.

203.050 To Change Gross Area of a Building

To change the gross area of a building that has been reported in error complete the (1) Institution, and (2) Building Number. The corrected gross area should be placed in the area column and if necessary the high order digits may extend over into the Optimum Stations column. Place the date in the date columns and place a code "3" in the Transaction Code column (see Section 202.130).

203.060 To Change a Building Name

To change the name of a building, complete the (1) Institution, (2) Building Number, (3) Building Name, not to exceed twenty-eight characters and spaces. The name is placed in the Type of Space field beginning with Column 17, Place the date in the date columns and a code "4" in the Transaction Code column. (see Section 202.130).

203.070 To Change the Condition Code of an Entire Building

To change the condition of a building, complete the (1) Institution, (2) Building Number, (3) place the proper condition code, as described in Section 202.022, page 8, in the condition code field, (4) place a "5" in the Transaction Code column (see Section 202.130), (5) place the date in the date columns.

203.080 To Delete an Entire Building From the Master Tape

If a building has been demolished or permanently removed from use by fire, act of God, scheduled for razing, etc., or if it is a leased building and the lease has not been renewed at its expiration, complete the (1) Institution, (2) Building Number, (3) place the date in the date columns and (4) place a code "6" in the Transaction Code column (see Section 202.130).

203.090 To Enter a New Building (Including Name, Gross Area and all Spaces)

To enter a new building for an existing institution or new institution to the inventory, the first line appearing on the CO-386 should be (1) Institution, (2) Building Number, (3) the Building Name (start the Building Name in the Type of Space Abbreviation Columns), (4) Gross Area of the Building (if necessary, the high order digits may extend over into the Optimum Stations column), (5) Date and, (6) place a code "7" in the Transaction Code column (see Section 202.130). All other spaces in the New Building will be coded as separate individual lines with a code "7" in the Transaction Code column.

203.100 To Establish a New Institution Name on the Inventory

To enter a new Institution to the inventory process, the Institution Name must be recorded in order to print the proper heading on all of the printed reports. To do this, place (1) the New Institution's Number in the Institution column, (2) The Institution Name (start the Institution Name in the Type of Space Abbreviation columns), (3) Date and, (4) place a code "8" in the Transaction Code column (see Section 202.130).

All of the entries for the buildings included in the inventory of the New Institution will be processed as indicated in Section 203.090. The Institution Name may appear as the first line of the CO-386 which has the first building to be added under the New Institution.

203.110 Monthly Processing Cycle

Each month as additions, deletions, and changes are received in the Comptroller's Office, they will be posted to the controls and forwarded to the Key Punch section of the Data Processing Division. On approximately the 12th of each month, all transactions, which have been completed at that time, will be updated on the Physical Facilities Master Inventory Tape. This process will result in the following reports.

203.111 Register of Transactions (Program 4439)

As the Master Tape is being updated, a Register of Transactions will be printed which will indicate the result that each transaction had on the Master

Tape. In the remarks column on the form CO-386 a short explanation will be printed indicating the result of the processing. Each building will start on a separate page and will print a total of the net changes to the area as the last line of the register for each building.

203.112 Detail Listing for Corrected Buildings (Program 4440)

For each building which is affected by the transactions, a revised listing will be prepared which will indicate the status of that building after the transactions have been processed. This corrected listing should replace the listing that was in your Master Listings file. The old listing should be disposed of or placed in a "Superseded file."

204.000 ANNUAL REPORT

204.010 General Comments

The latest listing of the 4440 program for each building at each institution should be thoroughly reviewed in May and November of each year for errors and/or corrections that should be made to the Inventory prior to the semi-annual report of June 30 and December 31. All errors and corrections should be reported on Form CO-386 in the usual manner and must be in the Comptroller's Office, Corvallis, no later than June 15 or December 15.

As of approximately January 15 and July 15 of each year, the Semi-Annual Report, consisting of four listings and a summary of the space inventory, in duplicate, as of June 30 or December 31, will be furnished each institution. One copy of each listing and the summary will be forwarded to the Office of Facilities Planning.

204.020 Listings Prepared on a Semi-Annual Basis

Following are the listings which will be furnished semi-annually as of June 30 and December 31:

1. Summary by Building (program 4445)
2. Listing by Type of Space (program 4450)
3. Listing by Principal Use with summaries by (a) institution, and (b) buildings (program 4455)
4. Listing by Department Occupying (program 4460)

(Note: Listing by Building (program 4440) will be an annual report.)

204.030 Sequence of Semi-Annual Report Distribution

When the listings are completed, the original of each listing by building is retained in the Comptroller's Office in Corvallis. Two copies are forwarded to each institution. The second copy of the listing by buildings with a verification stamp is included. The space analyst should sign the second copy in the verification stamp and return it to the Comptroller's Office in Corvallis. Upon receipt of the signed copy, the original copy of the listing by building will be forwarded to the institution.

204.040 Special Reports

Provision has been made for the ability to supply, on written request, special statistical summaries and/or listings which would be common to most of the institutions. Examples of this would be (1) a listing of specific type of space codes, and (2) a summary by building of specific type of laboratory use codes.

In addition to the general purpose type of requests, special requests will be considered. The request must state the exact data required and the specific format of the results required. Upon receipt of the request, the Office of Facilities Planning will consider if the data is readily available from a practical standpoint, and the complexity of the program required and the availability of programming staff necessary to obtain the desired output. The results of the determination will be forwarded to the institution for their final decision.

205.000 SPACE INVENTORY CORRESPONDENCE

205.010 General

All questions or correspondence regarding the instructions, use or codes, definitions, etc., found in the Physical Facilities (Space)Inventory Manual should be directed to the Office of Facilities Planning with a copy to the Comptroller's Office. Questions relative to use of reporting forms, deadlines, types of reports, etc., should be directed to the Office of the Comptroller with a copy to the Office of Facilities Planning.

205.020 Changes to Manual

All changes to the manual will be made in the Office of Facilities Planning in Eugene. Request for changes to the manual must be made in writing. When phone conversations or verbal discussions are held relative to changes, a written request confirming the proposed change must be forwarded to the Office of Facilities Planning. As changes are made to the manual, sufficient copies of all changes will be provided to the person in charge of the inventory at each institution for all manuals at the particular institution. (A list of the people having manuals will be distributed to these same people by the Office of Facilities Planning.)

INSTITUTION ....

BUILDING NAME ....

Oregon State System of Higher Education
SPACE INVENTORY

DATE ....

PAGE NO. ....

	BUILDING		SPACE						TYPE OF SPACE						PRINCIPAL USE					DATE			
				ROOM						CODES													
INST.	NO.	COND.	WING	CIR	NO	SUB	1/2 FLR.	PRORATE	ABBREV. NAME	TYPE	REL. SERV.	INTEND TYPE	TYPE OF LAB.	SPECIAL FEATURES	ABBREV. NAME	CODE	DEPT. OCCUPY.	OPTIMUM STATIONS	AREA	MO.	YR.	TYPE OF TRANSACT.	REMARKS
1-2	3-6	7	8	9	10-14	15	16	17	18-25	26-28	29-31	32-34	35-37	38-39	40-47	48-49	50-53	54-57	58-62	63-64	65-66	67	CARD COLUMNS

FORM C. O.-306—REVISED 4-1-67

NET TOTAL OF ADDITIONS—DELETIONS (1-0)

TOTAL OF CHANGES (2)

BUILDING SPACE INVENTORY

OREGON STATE BOARD OF HIGHER EDUCATION

FORM CO 887 - 5/67

INST.	BUILDING		SPACE			PRORATE	TYPE OF SPACE				TYPE OF LAB. CODE	SPEC. FEAT. CODE	PRINCIPAL USE		DEPART. OCCUPY	OPTIMUM STATIONS
								CODES								
	NUMBER	COND.	WING	ROOM NO.	½ FLR.		ABBREV. NAME	TYPE	RELATED SERVICE	INTEND TYPE			ABBREV. NAME	CODE		

INCIPAL USE		DEPART. OCCUPY	OPTIMUM STATIONS	AREA	DATE		TRAN. CODE	REMARKS
BREV. AME	CODE				MO.	YR.		

APPENDIX A

CLASSIFICATION OF BUILDING AREAS

Based Upon Technical Report No. 50
Federal Construction Council
Task Group T-56

A logical beginning in devising a physical facilities inventory system is the development of criteria for classifying, defining, and measuring the building areas. Several kinds of square footages need to be employed in expressing these areas; consequently, it is imperative that the users of the data have a common understanding of these elements when utilizing the data for space management purposes, planning future facilities, or making comparative space studies.

CRITERIA FOR CLASSIFYING, DEFINING, AND MEASURING BUILDING AREAS

1. Gross Area
2. Net Assignable Area
3. Custodial Area
4. Circulation Area
5. Mechanical Area
6. Construction Area

The following pages provide a set of definitions* to identify physical space in institutions of higher education. The six area types are adequate to describe the entire building and the function of each area. Except for any major remodeling of the building structure or layout, each area should remain constant for the life of the building.

It is recognized that there will be special situations for which some deviation or modification of an area definition may be necessary. However, the area in question must be assigned to one of the six area types.

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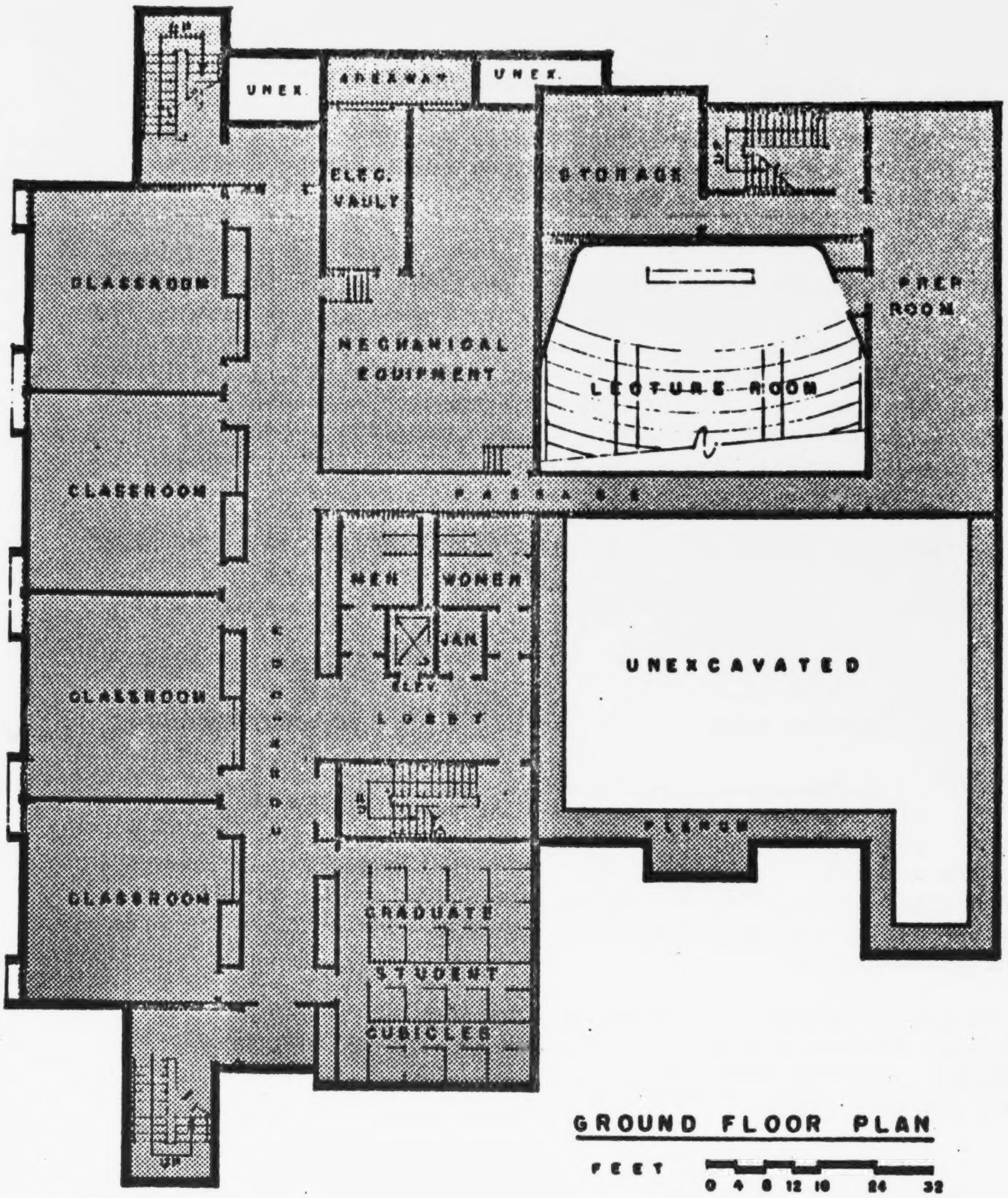
*The definitions of building areas are based upon Classification of Building Areas, (1964), Publication 1235, National Academy of Sciences - National Research Council. This publication is also titled Technical Report No. 50, Federal Construction Council, by Task Group T-56. The same criteria are also used in the CRISP project report titled "A Methodology for Determining Future Physical Facilities Requirements for Institutions of Higher Education" and in the University of Illinois report titled "Procedure for Inventory of Physical Facilities."


GROUND FLOOR PLAN

UP
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CLASSROOM
MECHANICAL EQUIPMENT
PREP ROOM
LECTURE ROOM
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1. **Gross Area**

   a. Definition

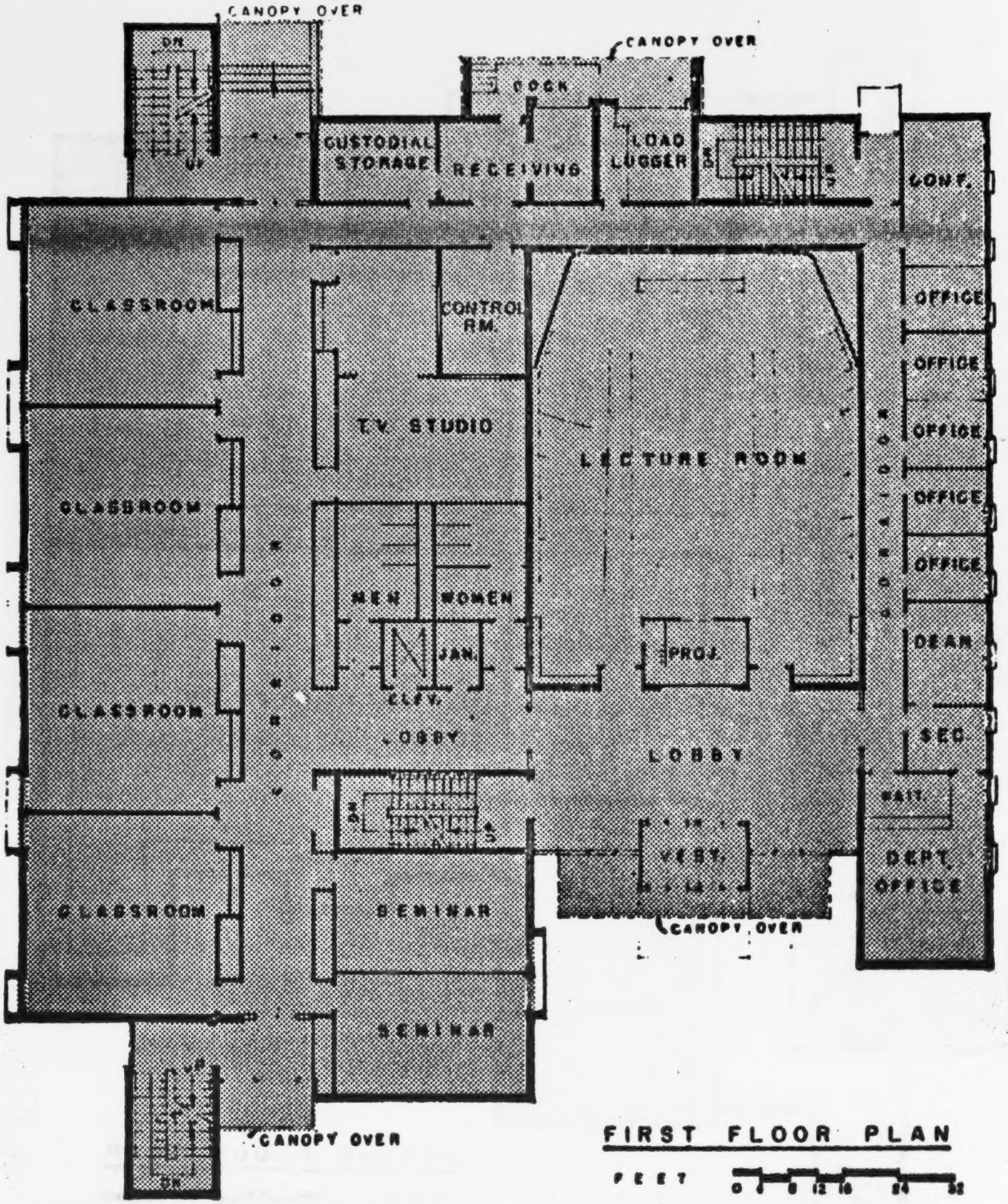
   "Gross Area" should be construed to mean the sum of the floor areas included within the outside faces of exterior walls for all stories, or areas, which have floor surfaces.

   b. Basis for Measurement

   Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face.

   c. Description

   In addition to ground - to top - story internal floored spaces obviously covered in "a" above, gross area should include basements (except unexcavated portions), attics, garages,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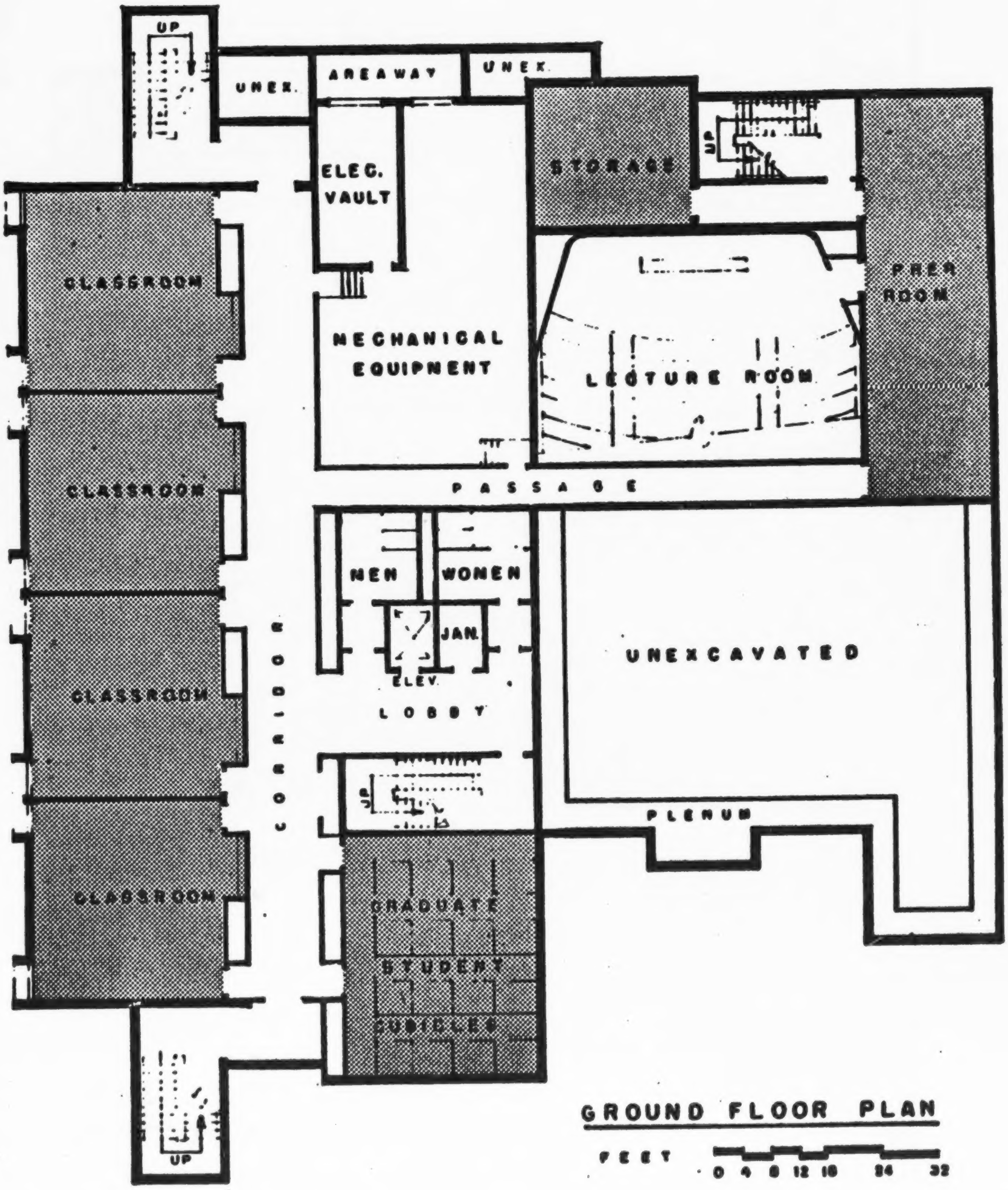
FIRST FLOOR PLAN

enclosed porches, penthouses and mechanical equipment floors, lobbies, mezzanines, all balconies--inside or outside--utilized for operational functions, and corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms should be included whether within or outside the exterior face lines of the building.

d. Limitations

Open courts and light wells, or portions of upper floors eliminated by rooms or lobbies which rise above single-floor ceiling height, should not be included in the gross area, nor should unenclosed roofed-over areas or floored surfaces with less than 6 ft. 6 in. clear head-room be included unless they can properly be designated and used as either net assignable, mechanical, circulation, or custodial area.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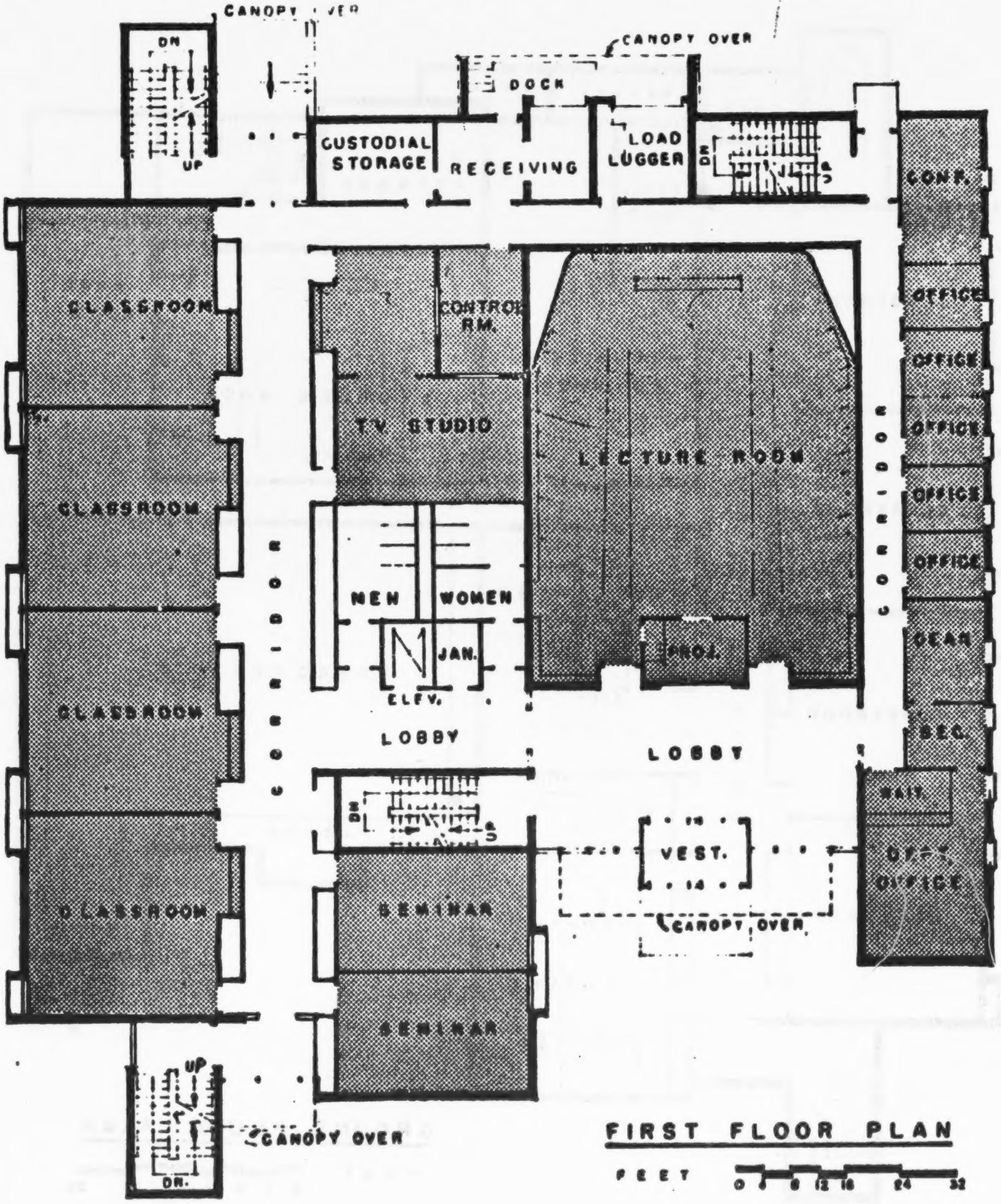
GROUND FLOOR PLAN

2. Net Assignable Area
   a. Definition

"Net Assignable Area" should be construed to mean the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant (excepting those spaces elsewhere separately defined in area classifications 3, 4, and 5.

b. Basis for Measurement

All net assignable areas should be computed by measuring from the inside finish of permanent outer building walls, to the office side of corridors and/or to permanent partitions.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FIRST FLOOR PLAN
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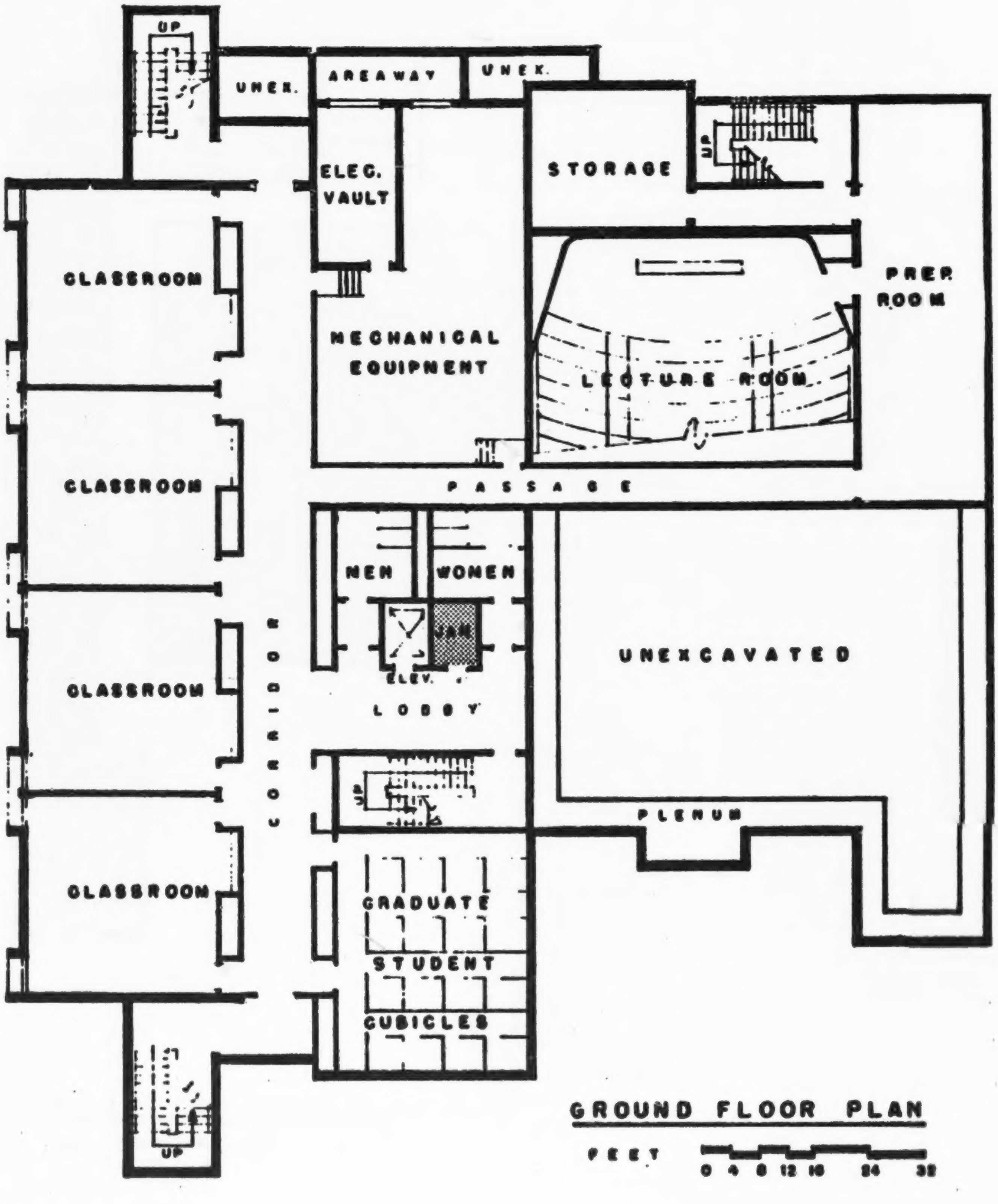
c. Description

Included should be space subdivisions for offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, etc., including those for special purposes (e.g., auditoriums, cafeterias, TV studios, faculty and student locker and shower rooms, maintenance and research shops, garages), which can be put to useful purposes in accomplishment of the institution's mission.

d. Limitations

Deductions should not be made for columns and projections necessary to the building.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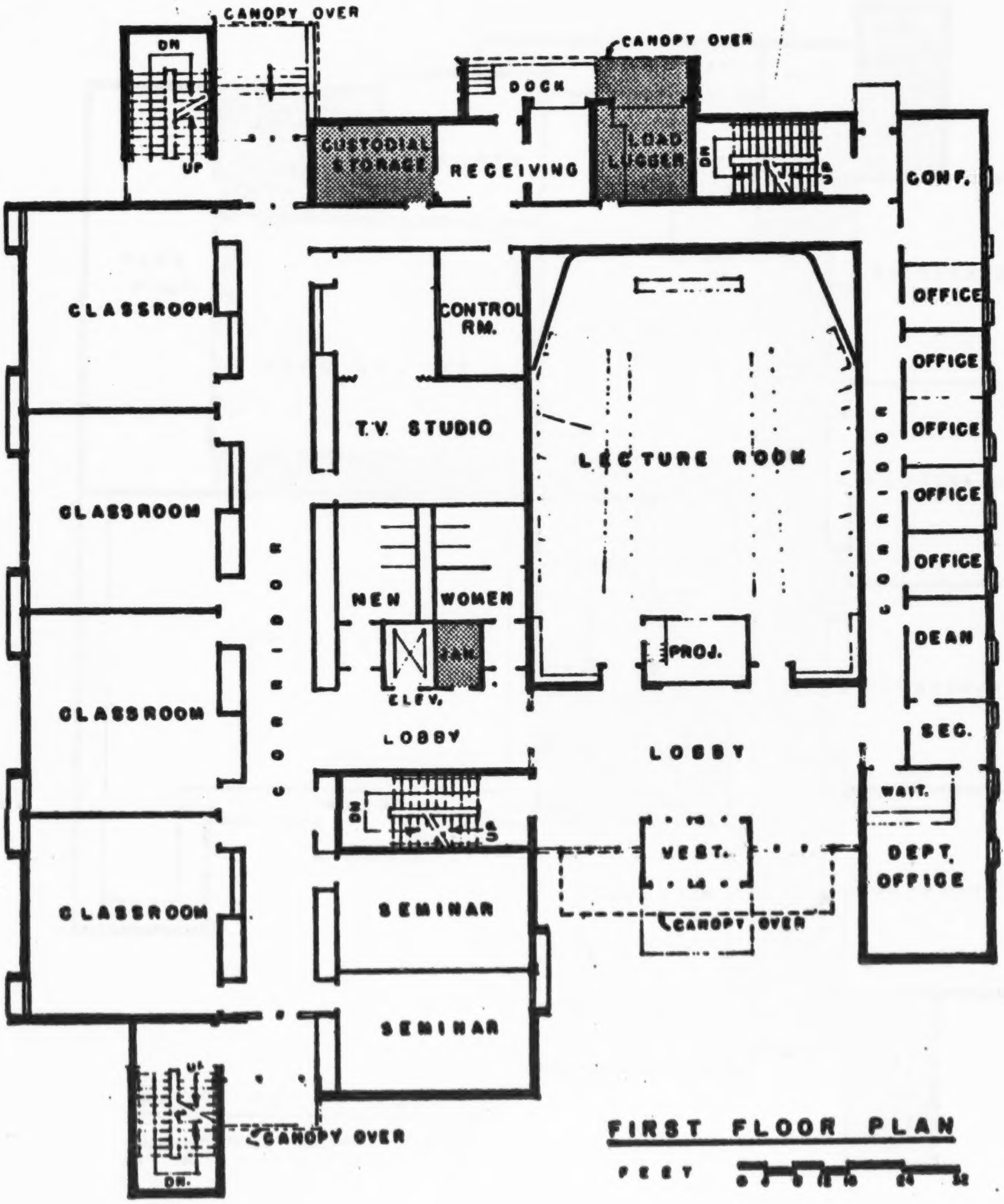
GROUND FLOOR PLAN

3. Custodial Area
   a. Definition

"Custodial Area" should be construed to mean the sum of all areas on all floors of a building used for building protection, care, maintenance, and operation.

b. Basis for Measurement

These areas should be measured from the inside surfaces of enclosing walls.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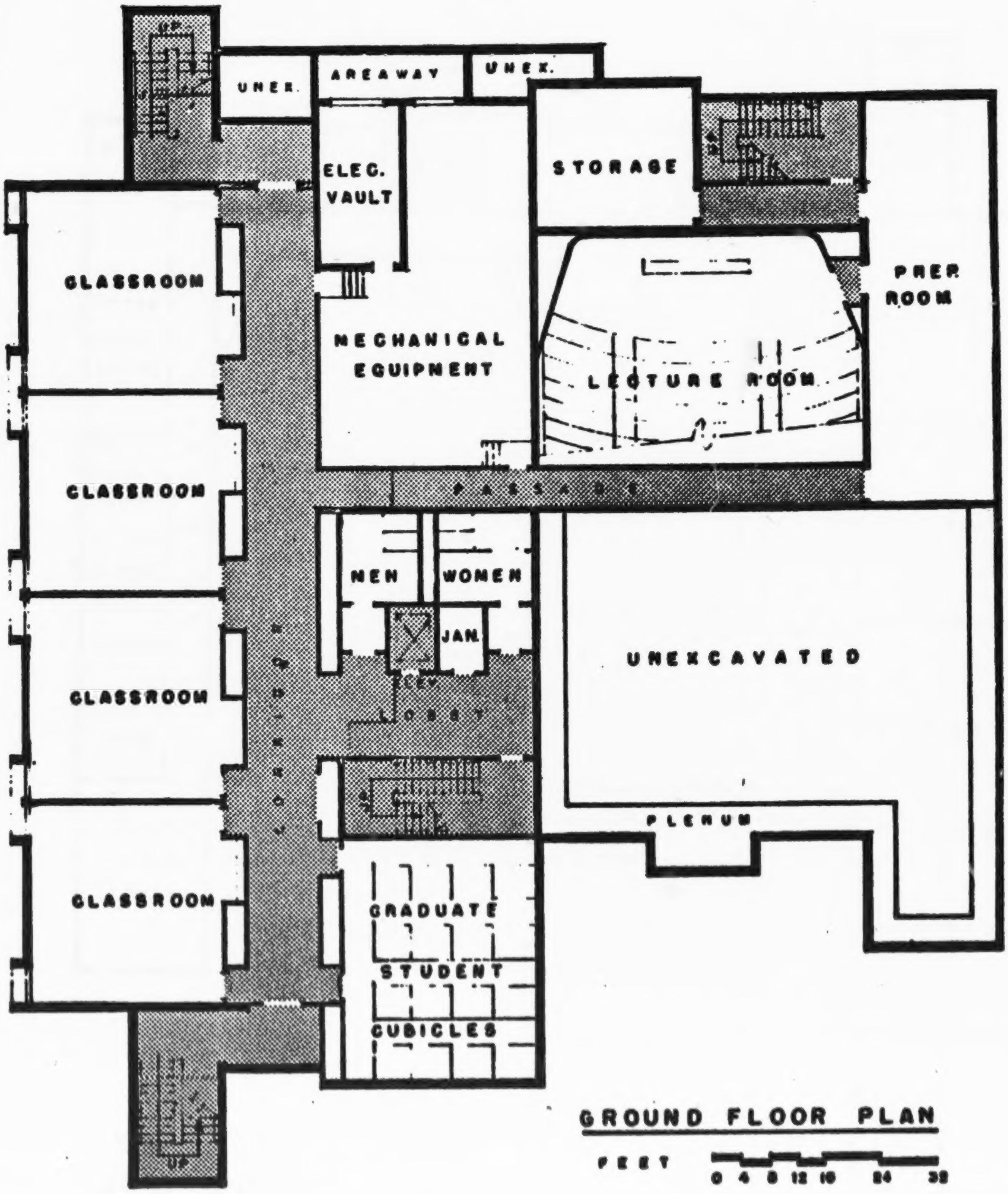
FIRST FLOOR PLAN

c. Description

Included should be such areas as custodial, locker rooms, janitors' closets, maintenance storerooms.

d. Limitations

Deductions should not be made for columns and projections necessary to the building.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GROUND FLOOR PLAN

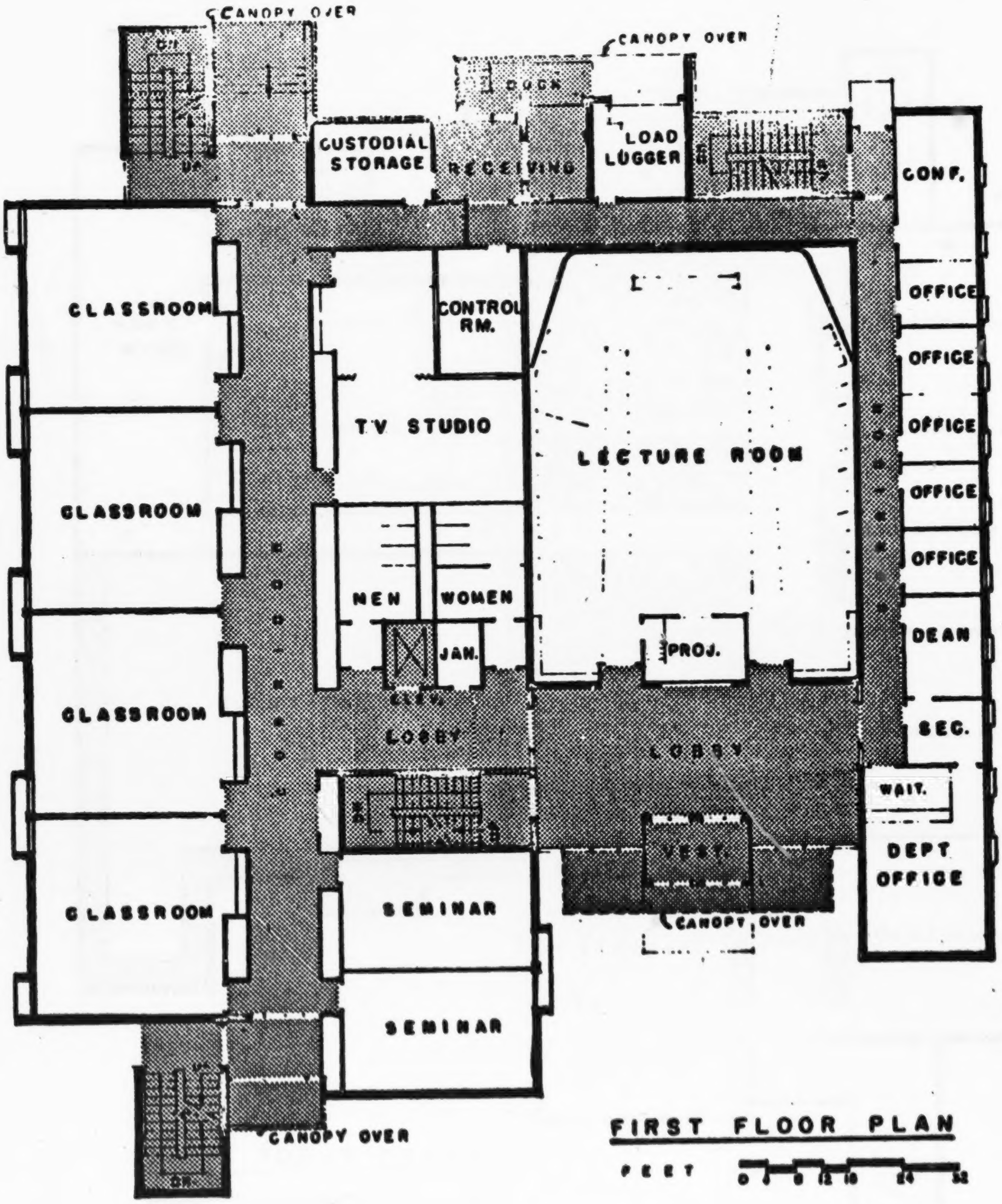
4. Circulation Area

a. Definition

"Circulation Area" should be construed to mean that portion of the gross area--whether or not enclosed by partitions--which is required for physical access to some subdivision of space.

b. Basis for Measurement

Circulation area should be computed by measuring from the inner faces of the walls or partitions which enclose horizontal spaces used for such purposes; or, when such spaces are not enclosed by walls or partitions, measurements should be taken from imaginary lines which conform as nearly as possible to the established circulation pattern of the building.



FIRST FLOOR PLAN

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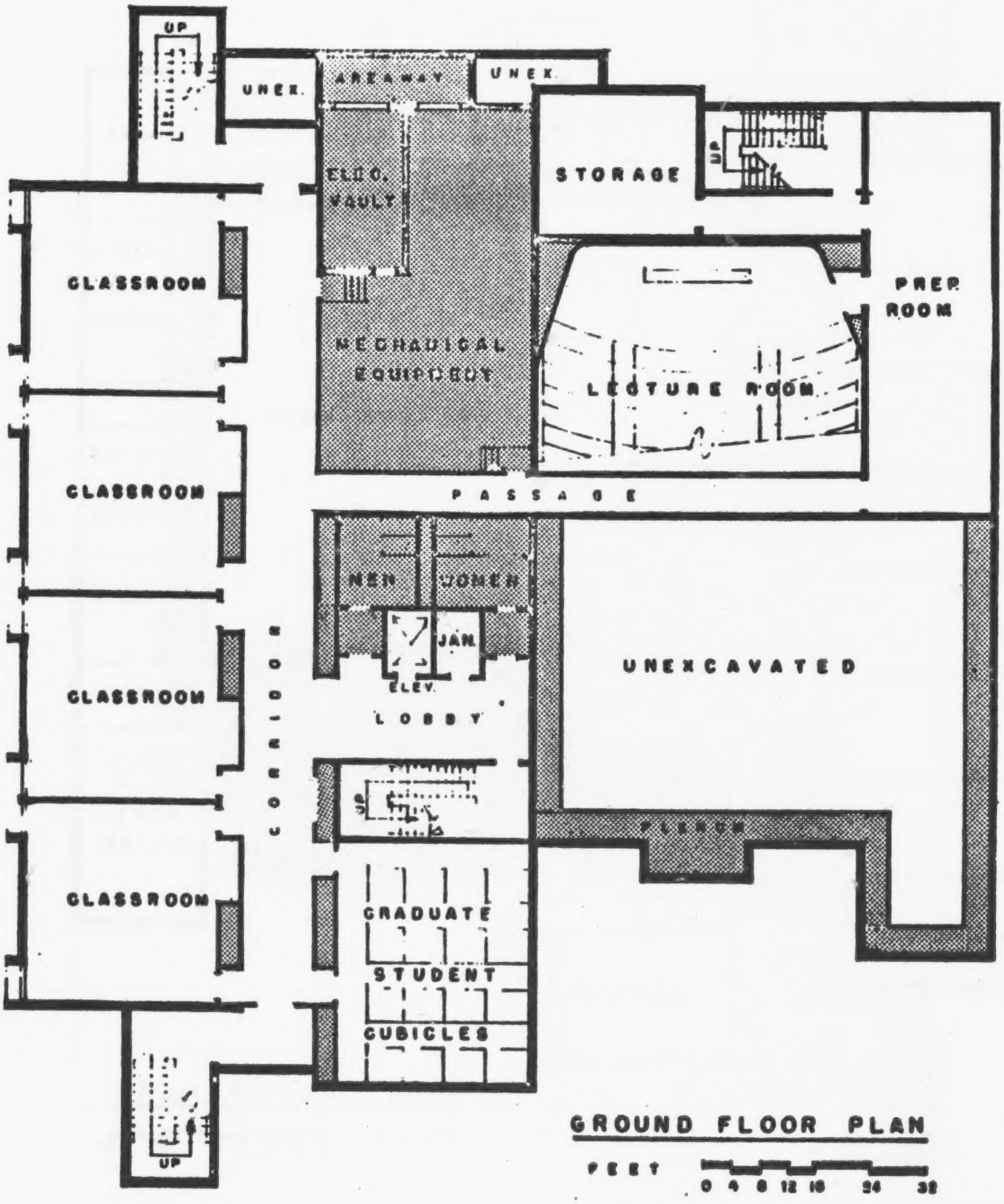
c. **Description**

Circulation areas should include, but not be limited to: corridors (access, public, service, also "phantom" for large unpartitioned areas); elevator shafts; escalators; fire towers or stairs; stairs and stair halls; loading platforms (except when required for operational reasons and, thus, includable in net assignable area); lobbies (elevator, entrance, public, also public vestibules); tunnels and bridges (not mechanical).

d. **Limitations**

When assuming corridor areas, only horizontal spaces required for general access should be included--not aisles which are normally used only for circulation within offices or other working areas. Deductions should not be made for columns and projections necessary to the building.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GROUND FLOOR PLAN
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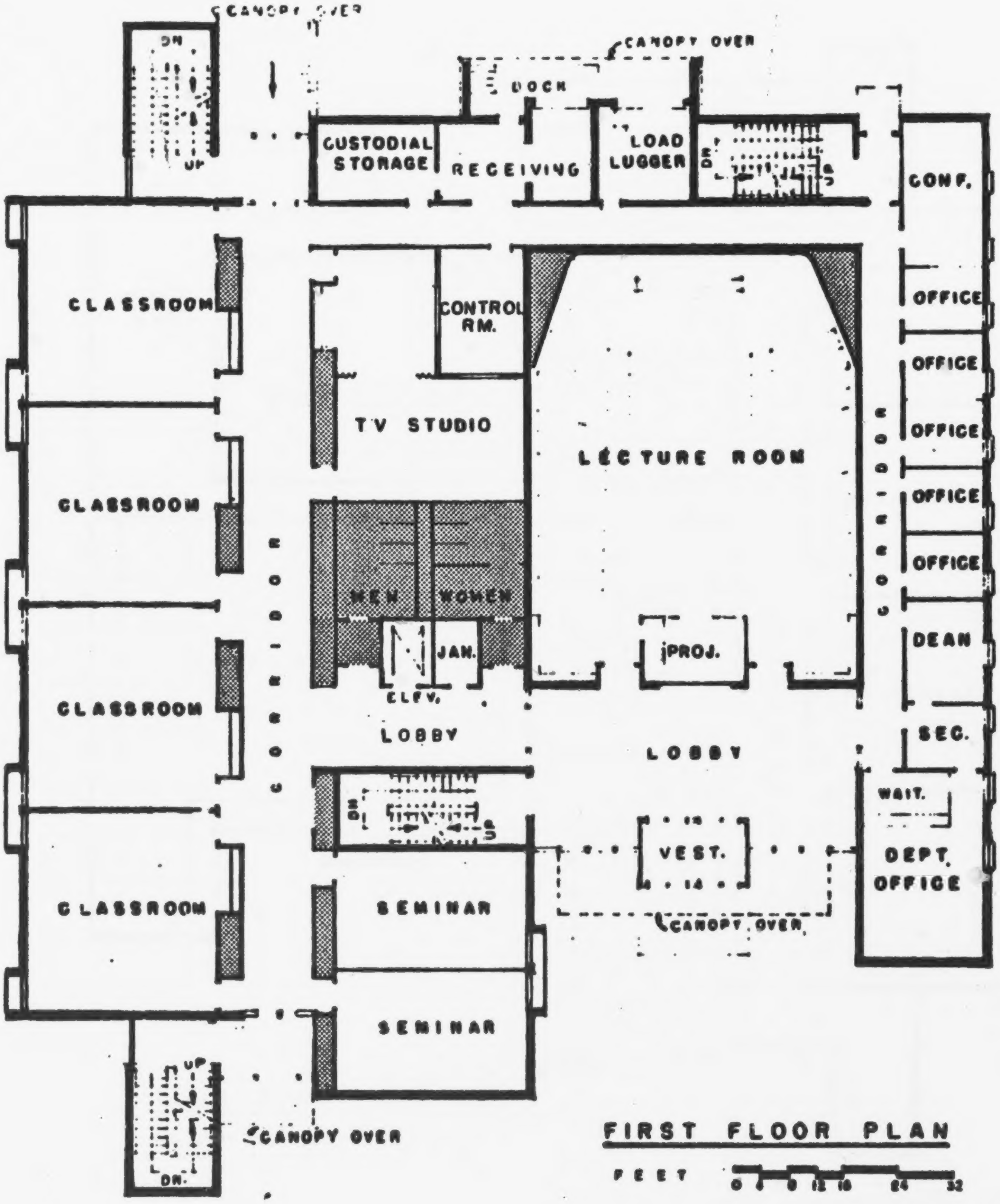
5. Mechanical Area

a. Definition

"Mechanical Area" should be construed to mean that portion of the gross area designed to house mechanical equipment, utility services, and non-private toilet facilities.

b. Basis for Measurement

Mechanical area should be computed by measuring from the inner faces of the walls, partitions, or screens which enclose such areas.

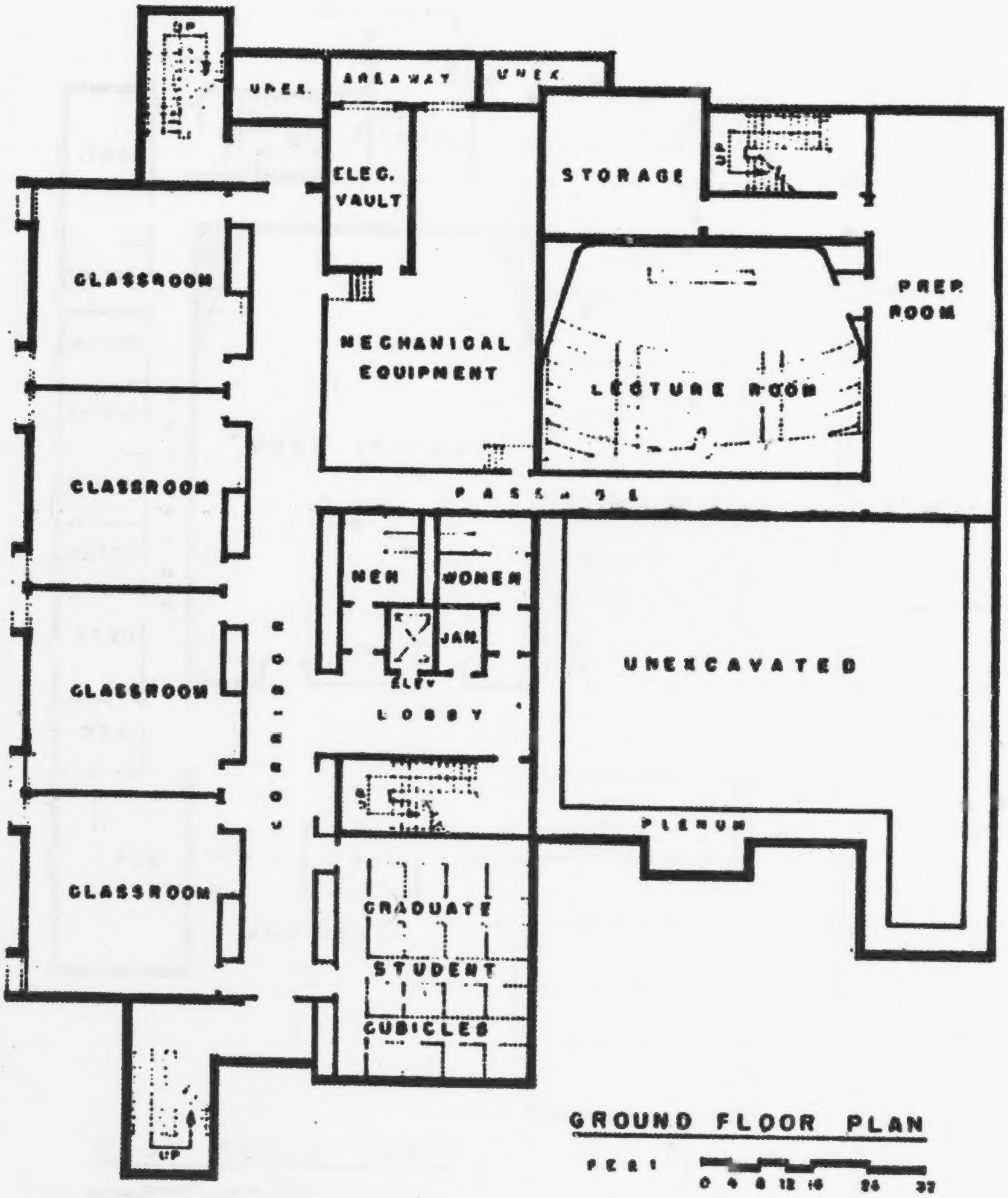

CANOPY OVER
CANOPY OVER
DN
UP
CUSTODIAL STORAGE
RECEIVING
DOCK
LOAD LUGGER
CONF.
CLASSROOM
CONTROL RM.
OFFICE
OFFICE
TV STUDIO
LECTURE ROOM
OFFICE
CLASSROOM
OFFICE
CORRIDOR
CORRIDOR
OFFICE
MEN
WOMEN
JAN.
PROJ.
DEAN
ELEV.
CLASSROOM
LOBBY
LOBBY
SEC.
WAIT.
VEST.
DEPT. OFFICE
CLASSROOM
SEMINAR
CANOPY OVER
SEMINAR
UP
CANOPY OVER
DN
FIRST FLOOR PLAN
FEET
0
4
8
12
16
24
32

c. Description

Mechanical area should include, but not be limited to: Air-duct shafts; boiler rooms; fixed mechanical and electrical equipment rooms; fuel rooms; mechanical service shafts; meter and communications closets; service chutes; stacks; and non-private toilet rooms (custodial and public).

d. Limitations

Deductions should not be made for columns and projections necessary to the building.


UP
UNEX.
AREAWAY
UNEX
ELEC. VAULT
STORAGE
UP
CLASSROOM
PREP ROOM
MECHANICAL EQUIPMENT
LECTURE ROOM
CLASSROOM
PASSAGE
MEN
WOMEN
JAN.
ELEV
LOBBY
CORRIDOR
CLASSROOM
UNEXCAVATED
PLENUM
CLASSROOM
GRADUATE STUDENT CUBICLES
UP
FEET
0 4 8 12 16 24 32

GROUND FLOOR PLAN

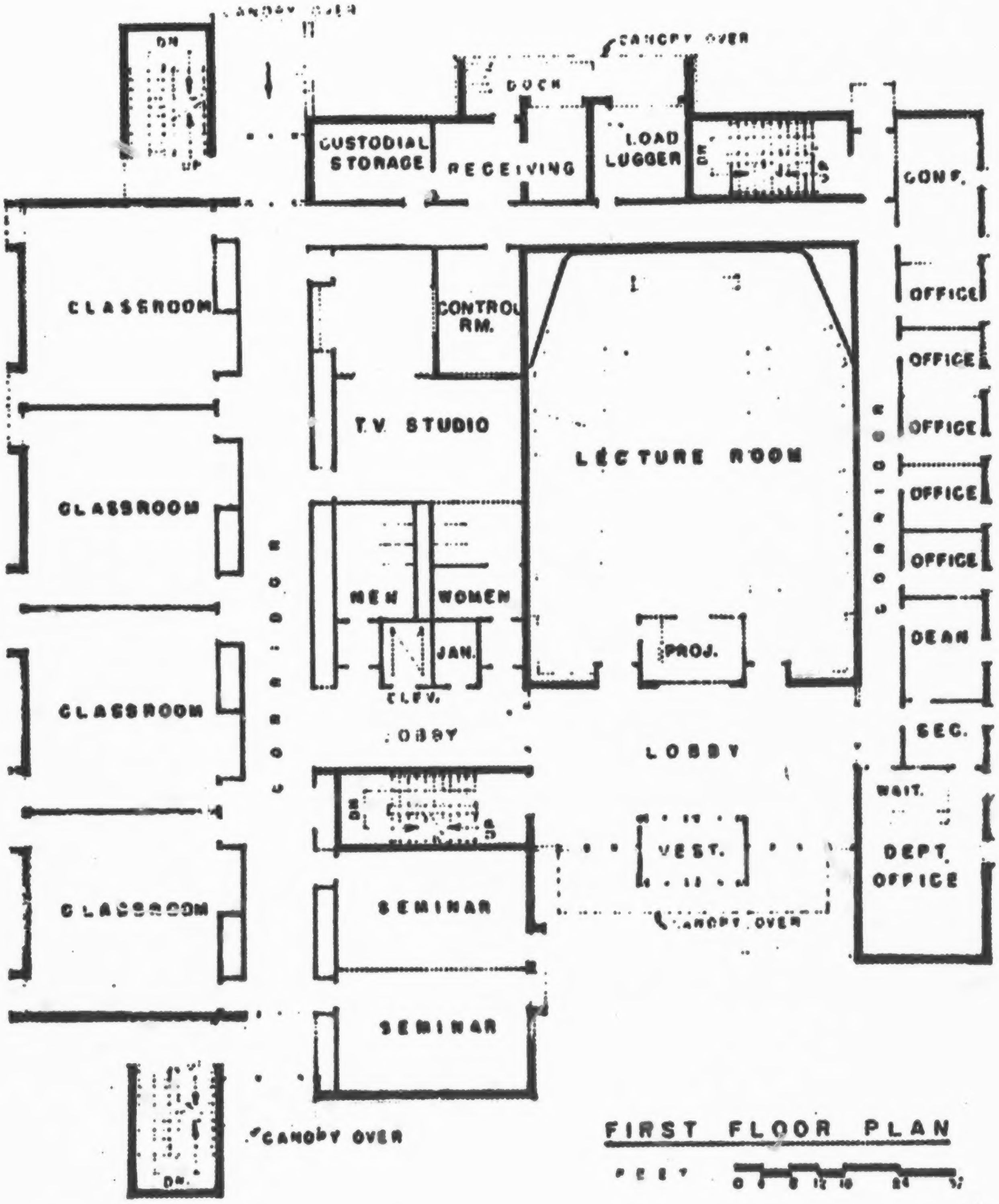
6. Construction Area

a. Definition

"Construction Area" should be construed to mean that portion of the gross area which cannot be put to use because of the presence of structural features of the building.

b. Basis for Measurement

Precise computation of construction area is not contemplated under these definitions--some construction features are included in the computation of other areas. However, total construction area should generally be determined by assuming it to be the residual area after the net assignable, circulation, custodial, and mechanical areas have been subtracted from the gross area.


CANOPY OVER
CANOPY OVER
DN
UP
DOCK
CUSTODIAL STORAGE
RECEIVING
LOAD LUGGER
CONF.
CLASSROOM
CONTROL RM.
OFFICE
OFFICE
T.V. STUDIO
LECTURE ROOM
OFFICE
CLASSROOM
OFFICE
OFFICE
MEN
WOMEN
DEAN
JAN.
PROJ.
CLASSROOM
ELEV.
LOBBY
LOBBY
SEC.
WAIT.
VEST.
DEPT. OFFICE
CLASSROOM
SEMINAR
CANOPY OVER
SEMINAR
DN
CANOPY OVER
FEET
0 4 8 12 16 24 32

FIRST FLOOR PLAN

c. **Description**

Examples of areas normally classified as construction area are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of the building.

d. **Computation of Construction Area**

Gross Area	34,578	Square Feet	100.0%
Net Assignable	15,596		45.1
Circulation	10,385		30.0
Custodial	577		1.7
Mechanical	4,186		12.0
Construction	3,834	Square Feet	11.2%

APPENDIX B
CONVERSION TABLES FOR U.S. OFFICE OF EDUCATION FACILITY INVENTORY REPORTS

Type of Space Codes (In Code Sequence)

OSSHE	Multiple Contact	USOE
010	Classroom	110
015	Seminar Room	110
020	Gymnasium	520
030	Swimming Pool	520
070	Choral Room	220
	Laboratories	
110	Class Laboratory	210
120	Special Class Laboratory	220
130	Individual Study Laboratory	230
150	Non-Class Laboratory	250
	Multiple Contact Other	
210	Armory	510
220	Conference Room	350
230	Student Practice Room	230
240	Auditorium or Theater	610
	Offices	
310	Administrative Office	310
320	Faculty Office	310
325	Office-Laboratory	250
330	Staff Office	310
350	Graduate Student Study-Office	310

Libraries and Museums

410	Reading Room	410
411	Study	410
412	Group Study Room	110
413	Listening Room	410
414	Studio, Audio-Visual	110
430	Books	420
431	Non-Book Materials	420
440	Service Desk Areas	440
441	Card Catalogue Areas	440
450	Display-Exhibition Room	620

Residential and Miscellaneous

505	Residence	920
507	Manager-House Mother	910
508	Student Counselor	910
510	Sleeping-Study Room	910
512	Guest Room	910
515	Dining Room	910
520	Game-Social Room	670
525	Parking	740
530	Studio, Radio-TV	530
535	Radio-TV Transmitter or Station	530
540	Miscellaneous	690
545	Physical Plant	720
550	Inactive	081
555	Agricultural Field Activities	560

Residential and Miscellaneous (Cont.)

560	Ballroom	670
565	Book Store	660
570	Barber Shop	660
573	Bowling Alley	670
575	Cafeteria	630
577	Snack Bar	630
580	Greenhouse	790
585	Printing Press	720
590	Warehouse	730

Medical-Dental

605	Intensive Care Room	820
610	Patient Room	820
615	Speech, Hearing, Reading Room	540
620	Treatment Room	810
625	Observation Room	549
630	Examining Room	810
635	Surgical Monitoring Room	819
637	Surgical Scrub Room	819
640	Operating Room	810
645	Surgery Gallery	819
647	Anesthesia Induction	810
650	Dispensary Room	819
660	Morgue/Embalming Room	829
670	Nurses Station	829
675	Nurses Work Room	829
680	Resident Intern Work Room	829

Medical-Dental (Cont.)

690	X-Ray Room	810
691	Hospital Utility Room	829
692	Therapy Room	829

Service Areas

701	Activity Room	670
703	Animal Quarters	259
705	Balance Room	219
707	Bandage Room	819
709	Bath Room	920
711	Checkroom	729
713	Closet	319
715	Concession Area	630
717	Data Processing Machine Room	710
719	Dishwashing Room	910
721	Drafting Room	310
723	Dressing Room	529
725	Duplicating Room	720
727	Entryway	020
728	Environmental Control Room	250
729	Equipment Repair-Service	720
731	File Room	319
733	Food Preparation Room	639
734	Food Service Room	639
735	Instrument-Equipment	259
737	Interview Room	540

Service Areas (Cont.)

739	Issue Room	690
741	Kitchen-Kitchenette	910
742	Laundry Room	910
743	Linen Room	829
744	Lounge	650
745	Locker Room	529
747	Mail Room	910
749	Photo Dark Room	259
751	Preparation Room	219
753	Projection Booth	675
755	Receiving Room	010
757	Refrigeration Room	259
759	Rest Room	010
761	Shop	720
763	Shower Room	529
765	Spectator Area	523
766	Sterilizing Room	819
767	Storage-Stockroom	730
771	Ticket Sales Booth	679
773	Training Room	520
774	Trash-Garbage Room	910
775	Vault	730
779	Wash Room	910
781	Waiting-Reception Room	319
783	Work Room	319
800	Reserved for Future Expansion	

Building Services

901	Elevator	020
902	Hall or Corridor	020
903	Lobby	020
904	Stairs	020
905	Vestibule	020
920	Delivery	010
940	Mechanical-Electrical Equipment	030
950	Janitorial	010
970	Tool Room	720

Type of Space Codes (In Alphabetic Sequence)

OSSHE		USOE
701	Activity Room	670
310	Administrative Office	310
555	Agricultural Field Activities	560
703	Animal Quarters	259
647	Anesthesia Induction	810
210	Armory	510
240	Auditorium or Theater	610
705	Balance Room	219
560	Ballroom	670
707	Bandage Room	819
570	Barber Shop	660
709	Bath Room	920
565	Book Store	660
430	Books	420
573	Bowling Alley	670
575	Cafeteria	630
441	Card Catalogue Areas	440
711	Checkroom	729
070	Choral Room	220
010	Classroom	110
110	Class Laboratory	210
713	Closet	319
715	Concession Area	630
220	Conference Room	350
717	Data Processing Machine Room	710
920	Delivery	010
515	Dining Room	910
719	Dishwashing Room	910
650	Dispensary Room	819
450	Display-Exhibition Room	620
721	Drafting Room	310
723	Dressing Room	529
725	Duplicating Room	720
940	Electrical-Mechanical Equipment	030
901	Elevator	020
660	Embalming/Morgue Room	829
727	Entryway	020
728	Environmental Control Room	250
735	Equipment Instrument	259
729	Equipment Repair-Service	720
630	Examining Room	810
450	Exhibition-Display Room	620
320	Faculty Office	310
731	File Room	319
733	Food Preparation Room	639
734	Food Service Room	639

520	Game-Social Room	670
350	Graduate Student Study-Office	310
580	Greenhouse	790
412	Group Study Room	110
512	Guest Room	910
020	Gymnasium	520
902	Hall or Corridor	020
691	Hospital Utility Room	829
550	Inactive	081
130	Individual Study Laboratory	230
735	Instrument-Equipment	259
605	Intensive Care Room	820
737	Interview Room	540
739	Issue Room	690
950	Janitorial	010
741	Kitchen-Kitchenette	910
110	Laboratory, Class	210
130	Laboratory, Individual Study	230
150	Laboratory, Non-Class	250
120	Laboratory, Special Class	220
742	Laundry Room	910
743	Linen Room	829
413	Listening Room	410
903	Lobby	020
745	Locker Room	529
744	Lounge	650
747	Mail Room	910
507	Manager-House Mother	910
940	Mechanical-Electrical Equipment	030
540	Miscellaneous	690
660	Morgue/Embalming Room	829
431	Non-Book Materials	420
150	Non-Class Laboratory	250
670	Nurses Station	829
675	Nurses Work Room	829
625	Observation Room	549
325	Office-Laboratory	250
640	Operating Room	810
525	Parking	740
610	Patient Room	820
749	Photo Dark Room	259
545	Physical Plant	720
751	Preparation Room	219
585	Printing Press	720
753	Projection Booth	675

535	Radio-TV Transmitter or Station	530
410	Reading Room	410
755	Receiving Room	010
781	Reception-Waiting Room	319
757	Refrigeration Room	259
505	Residences	920
759	Rest Room	010
015	Seminar Room	110
440	Service Desk Areas	440
761	Shop	219
763	Shower Room	529
510	Sleeping-Study Room	910
577	Snack Bar	630
520	Social-Game Room	670
120	Special Class Laboratory	220
765	Spectator Area	523
615	Speech, Hearing, Reading Room	540
330	Staff Office	310
904	Stairs	020
766	Sterilizing Room	819
767	Storage-Stockroom	730
508	Student Counselor	910
230	Student Practice Room	230
414	Studio, Audio-Visual	110
530	Studio, Radio-TV	530
411	Study	410
510	Study-Sleeping Room	910
645	Surgery Gallery	819
635	Surgical Monitoring Room	819
637	Surgical Scrub Room	819
030	Swimming Pool	520
240	Theater or Auditorium	610
692	Therapy Room	829
771	Ticket Sales Booth	679
970	Tool Room	720
773	Training Room	520
774	Trash-Garbage Room	910
620	Treatment Room	810
775	Vault	730
905	Vestibule	020
781	Waiting-Reception Room	319
590	Warehouse	730
779	Wash Room	910
783	Work Room	319
690	X-Ray Room	810

3

Principal Use Codes

OSSHE		USOE
01	General Formal Instruction	10
02	Upper Division or Graduate Formal Instruction	10
03	Physical Education	10
04	Military Science	10
05	Other Instruction	10
10	General Administration	50
11	Departmental Administration	10
14	Museum	40
16	Instructional Services	50
18	Centralized Services	50
19	Physical Plant	50
20	Library Reader Space	40
21	Stacks	40
22	Audio-Visual Services	40
23	Library Services and Administration	40
24	Archives	40
34	Federal Cooperative Extension	30
35	Agriculture Experiment Station	20
37	Forestry Research Laboratory	20
40	Departmental Research	20
41	Federally Sponsored Research	20
42	Non-Federally Sponsored Research	20
46	Federally Sponsored Instruction	20
50	Health Services	60

51	Student Union	60
52	Student Activities	60
53	Food Service	60
54	Bookstore	60
55	(Intercollegiate) Athletics	60
56	Residential	60
58	Auxiliary Enterprises - Other	60
60	Public Services	30
61	Extension	30
70	Patient Care	30
71	Teaching Hospital	10
72	Outpatient Clinic	30
90	Miscellaneous	
91	Unassigned	00
92	Inactive	80